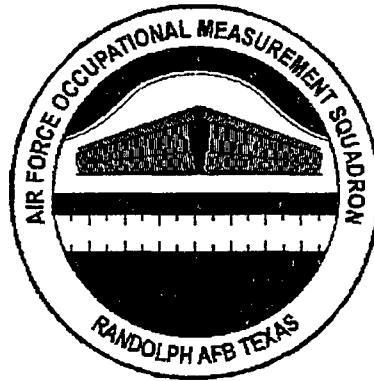


DTIC



UNITED STATES AIR FORCE

OCCUPATIONAL SURVEY REPORT

MAINTENANCE SCHEDULING

AFSC 2R1X1

OSSN 2298

JULY 1998

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OCCUPATIONAL ANALYSIS PROGRAM
AIR FORCE OCCUPATIONAL MEASUREMENT SQUADRON
AIR EDUCATION AND TRAINING COMMAND
1550 5TH STREET EAST
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TABLE OF CONTENTS

	<u>PAGE NUMBER</u>
PREFACE	viii
SUMMARY OF RESULTS	x
INTRODUCTION	1
Background.....	1
SURVEY METHODOLOGY	1
Inventory Development	1
Survey Administration	2
Survey Sample	3
Task Factor Administration	3
SPECIALTY JOBS (Career Ladder Structure).....	6
Overview of Specialty Jobs	6
Group Descriptions.....	8
Comparison of Current Jobs to Previous Survey Findings.....	24
ANALYSIS OF DAFSC GROUPS	26
Active Duty Skill-Level Descriptions	26
Air National Guard Skill-Level Descriptions	34
Air Force Reserve Skill-Level Descriptions	49
Summary.....	55
TRAINING ANALYSIS	55
First-Enlistment Personnel	58
Training Emphasis (TE) and Task Difficulty (TD) Data.....	62
Specialty Training Standard (STS).....	62
AFSC 2R1X1 STS	65
Plan of Instruction (POI).....	65
JOB SATISFACTION ANALYSIS	69
IMPLICATIONS	74

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TABLE OF CONTENTS
(Tables, Figures, Appendices)

	PAGE NUMBER
TABLE 1 MAJCOM DISTRIBUTION OF AFSC 2R1X1 PERSONNEL	4
TABLE 2 PAYGRADE DISTRIBUTION OF SURVEY SAMPLE	5
TABLE 3 AVERAGE PERCENT TIME SPENT ON DUTIES BY AD CAREER LADDER JOBS	9-12
TABLE 4 SELECTED BACKGROUND DATA FOR SPECIALTY CLUSTERS AND JOBS	13-16
TABLE 5 SPECIALTY JOB COMPARISONS BETWEEN CURRENT AND 1993 SURVEY	25
TABLE 6 DISTRIBUTION OF AD DAFSC 2R1X1 GROUP MEMBERS ACROSS SPECIALTY JOBS (PERCENT RESPONDING)	27
TABLE 7 DISTRIBUTION OF ANG DAFSC 2R1X1 GROUP MEMBERS ACROSS SPECIALTY JOBS (PERCENT RESPONDING)	28
TABLE 8 DISTRIBUTION OF AR DAFSC 2R1X1 GROUP MEMBERS ACROSS SPECIALTY JOBS (PERCENT RESPONDING)	29
TABLE 9 AVERAGE PERCENT TIME SPENT PERFORMING DUTIES BY AD DAFSC 2R1X1 GROUPS (RELATIVE PERCENT OF JOB TIME)	30
TABLE 10 AVERAGE PERCENT TIME SPENT PERFORMING DUTIES BY ANG DAFSC 2R1X1 GROUPS (RELATIVE PERCENT OF JOB TIME)	31
TABLE 11 AVERAGE PERCENT TIME SPENT PERFORMING DUTIES BY AR DAFSC 2R1X1 GROUPS (RELATIVE PERCENT OF JOB TIME)	32
TABLE 12 REPRESENTATIVE TASKS PERFORMED BY AD DAFSC 2R131 PERSONNEL	33
TABLE 13 REPRESENTATIVE TASKS PERFORMED BY DAFSC AD 2R151 PERSONNEL	35
TABLE 14 TASKS WHICH BEST DIFFERENTIATE BETWEEN AD DAFSC 2R131 AND AD DAFSC 2R151 PERSONNEL (PERCENT MEMBERS PERFORMING)	36
TABLE 15 REPRESENTATIVE TASKS PERFORMED BY AD DAFSC 2R171 PERSONNEL	37
TABLE 16 TASKS WHICH BEST DIFFERENTIATE BETWEEN AD DAFSC 2R151 AND AD 2R171 PERSONNEL (PERCENT MEMBERS PERFORMING)	38
TABLE 17 REPRESENTATIVE TASKS PERFORMED BY AD DAFSC 2R191/2R100 PERSONNEL	39
TABLE 18 TASKS WHICH BEST DIFFERENTIATE BETWEEN AD DAFSC 2R171 AND AD DAFSC 2R191/2R100 PERSONNEL (PERCENT PERFORMING)	40
TABLE 19 REPRESENTATIVE TASKS PERFORMED BY ANG DAFSC 2R131 PERSONNEL	42

TABLE OF CONTENTS (CONTINUED)
 (Tables, Figures, Appendices)

	PAGE NUMBER
TABLE 20 REPRESENTATIVE TASKS PERFORMED BY ANG DAFSC 2R151 PERSONNEL	43
TABLE 21 TASKS WHICH BEST DIFFERENTIATE BETWEEN ANG DAFSC 2R131 AND ANG DAFSC 2R151 PERSONNEL (PERCENT MEMBERS PERFORMING)	44
TABLE 22 REPRESENTATIVE TASKS PERFORMED BY ANG DAFSC 2R171	45
TABLE 23 TASKS WHICH BEST DIFFERENTIATE BETWEEN ANG DAFSC 2R151 AND ANG DAFSC 2R171	46
TABLE 24 REPRESENTATIVE TASKS PERFORMED BY ANG 2R191/2R100 PERSONNEL	47
TABLE 25 TASKS WHICH BEST DIFFERENTIATE BETWEEN ANG DAFSC 2R171 AND ANG 2R191/2R100	48
TABLE 26 REPRESENTATIVE TASKS PERFORMED BY AR DAFSC 2R131 PERSONNEL	50
TABLE 27 REPRESENTATIVE TASKS PERFORMED BY AR DAFSC 2R151 PERSONNEL	51
TABLE 28 TASKS WHICH BEST DIFFERENTIATE BETWEEN AR DAFSC 2R131 AND AR DAFSC 2R151 PERSONNEL (PERCENT MEMBERS PERFORMING)	52
TABLE 29 REPRESENTATIVE TASKS PERFORMED BY AR DAFSC 2R171 PERSONNEL	53
TABLE 30 TASKS WHICH BEST DIFFERENTIATE BETWEEN AR DAFSC 2R151 AND AR DAFSC 2R171	54
TABLE 31 REPRESENTATIVE TASKS PERFORMED BY AR DAFSC 2R191/2R100 PERSONNEL	56
TABLE 32 TASKS WHICH BEST DIFFERENTIATE BETWEEN AR DAFSC 2R171 AND AR DAFSC 2R191/2R100 PERSONNEL (PERCENT MEMBERS PERFORMING)	57
TABLE 33 RELATIVE PERCENT OF TIME SPENT ON DUTIES BY AD FIRST-ENLISTMENT PERSONNEL	59
TABLE 34 REPRESENTATIVE TASKS PERFORMED BY FIRST-ENLISTMENT PERSONNEL	61
TABLE 35 TECHNICAL TASKS RATED HIGHEST IN TRAINING EMPHASIS (TE) BY AFSC 2R1X1 PERSONNEL	63
TABLE 36 TECHNICAL TASKS RATED HIGHEST IN TASK DIFFICULTY (TD) BY AFSC 2R1X1 PERSONNEL	64
TABLE 37 EXAMPLES OF 2R1X1 STS ELEMENTS NOT SUPPORTED BY SURVEY DATA (LESS THAN 20 PERCENT MEMBERS PERFORMING)	66-67

TABLE OF CONTENTS (CONTINUED)
 (Tables, Figures, Appendices)

	PAGE <u>NUMBER</u>
TABLE 38 EXAMPLES OF TECHNICAL TASKS PERFORMED BY 20 PERCENT OR MORE AND NOT REFERENCED TO THE 2R1X1 STS.....	68
TABLE 39 EXAMPLES OF AFSC 2R1X1 POI, MAINTENANCE SCHEDULING ELEMENTS NOT SUPPORTED BY SURVEY DATA (LESS THAN 30 PERCENT MEMBERS PERFORMING).....	70
TABLE 40 EXAMPLES OF TECHNICAL TASKS PERFORMED BY 30 PERCENT OR MORE AND NOT REFERENCED TO THE AFSC 2R1X1 POI	71
TABLE 41 COMPARISON OF JOB SATISFACTION INDICATORS FOR AD AFSC 2R1X1 TAFMS GROUPS (PERCENT MEMBERS RESPONDING).....	72
TABLE 42 COMPARISON OF JOB SATISFACTION INDICATORS FOR AD AFSC 2R1X1 TAFMS GROUPS IN CURRENT STUDY TO PREVIOUS STUDY (PERCENT MEMBERS RESPONDING)	73
TABLE 43 COMPARISON OF JOB SATISFACTION INDICATORS FOR AD MEMBERS OF SPECIALTY CLUSTERS AND JOBS (PERCENT MEMBERS RESPONDING).....	75-76
TABLE 44 COMPARISON OF JOB SATISFACTION INDICATORS FOR ANG MEMBERS OF SPECIALTY CLUSTERS AND JOBS (PERCENT MEMBERS RESPONDING).....	77-78
TABLE 45 COMPARISON OF JOB SATISFACTION INDICATORS FOR AR MEMBERS OF SPECIALTY CLUSTERS AND JOBS (PERCENT MEMBERS RESPONDING).....	79-80
 FIGURE 1 AFSC 2R1X1 SPECIALTY JOBS (N=1,129).....	7
FIGURE 2 AFSC 2R1X1 SPECIALTY JOBS (N=1,129)	60
APPENDIX A SELECTED REPRESENTATIVE TASKS PERFORMED BY MEMBERS OF CAREER LADDER JOBS.....	81

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PREFACE

This report presents the results of an Air Force Occupational Survey of the Maintenance Scheduling career ladder, Air Force Specialty Code (AFSC) 2R1X1. Authority for conducting occupational surveys is contained in AFI 36-2623. Copies of this report and pertinent computer printouts are distributed to the Air Force Functional Manager, the operations training location, all major using commands, and other interested operations and training officials.

The survey instrument was developed by Second Lieutenant Christopher D. Gilliam, Inventory Development Specialist, with computer programming support furnished by Ms. Jeanie C. Guesman and administrative support provided by Mr. Richard G. Ramos. First Lieutenant Tiffany H. Edmonds, Occupational Analyst, analyzed the data and wrote the final report. This report has been reviewed and approved by Lieutenant Colonel Roger W. Barnes, Chief, Airman Analysis Section, Occupational Analysis Flight, Air Force Occupational Measurement Squadron (AFOMS).

Additional copies of this report can be obtained by writing to AFOMS/OMYXI, 1550 5th Street East, Randolph AFB Texas 78150-4449, or by calling DSN 487-5543. For information on the Air Force occupational survey process or other on-going projects, visit our web site at <http://www.omsq.af.mil>.

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SUMMARY OF RESULTS

1. **Survey Coverage:** The Maintenance Scheduling career ladder was surveyed to obtain current task and equipment data for use in evaluating current training programs. Survey results are based on responses from 1,129 respondents (60 percent of the total assigned personnel). The survey sample satisfactorily represents the overall career ladder population.
2. **Specialty Jobs:** Two clusters and eight independent jobs were identified in the sample; one cluster was directly involved in performing general maintenance duties and tasks, and the remaining cluster and jobs reflected a combination of technical and supervisory task performance and training activities.
3. **Career Ladder Progression:** Skill-level progression for members of this AFSC is typical of most career ladders. Personnel at the 3- and 5-skill levels perform many tasks in common and both groups spend the vast majority of their relative job time performing technical functions of documentation and planning and scheduling activities. At the 7-skill level, although members still perform a substantial amount of routine day-to-day technical maintenance scheduling tasks, a shift toward supervisory and management functions is evident. Personnel at the 9-skill level and Chief Enlisted Managers spend their relative job time exclusively on managing maintenance scheduling programs and facilities.
4. **Training Analysis:** A comprehensive review of the Specialty Training Standard (STS) found that most paragraphs were supported by the survey data. However, a few areas in the STS display tasks with less than the recommended percent members performing. These areas should be reviewed to determine any modifications required to improve the effectiveness or efficiency of training.
5. **Job Satisfaction Analysis:** Job satisfaction for respondents in this study and members of similar AFSCs surveyed in 1997 were compared. Data show AFSC 2R1X1 personnel have somewhat lower satisfaction indicators than their counterparts in other direct support AFSCs. Overall satisfaction has decreased over the years. Members of most jobs find their work interesting and feel their talents and training are well used.
6. **Implications:** The Maintenance Scheduling Career Ladder has seen only minor changes in career structure since the previous survey in 1993. The basic premise of performing operations and maintenance functions has remained constant. Personnel in the Maintenance Scheduling Cluster make up the bulk of the career ladder. Members of the Maintenance Scheduling specialty appear to be satisfied with their jobs, with job satisfaction indicators positive, but generally lower than those in the 1993 survey.

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**OCCUPATIONAL SURVEY REPORT (OSR)
MAINTENANCE SCHEDULING
(AFSC 2R1X1)**

INTRODUCTION

This is a report of an occupational survey of the Maintenance Scheduling (AFSC 2R1X1) career ladder completed by the Air Force Occupational Measurement Squadron (AFOMS). These data will be utilized to review the AFMAN 36-2108 *Specialty Description* and training documents. The last OSR was published in September 1993.

Background

As described in the AFMAN 36-2108 *Specialty Description*, dated 31 October 1994, personnel in this career ladder monitor, collect, assemble, and audit maintenance data for reports and briefings. In addition, members initiate special studies and investigations, when data portrayal indicates negative trends, inform maintenance supervisors of significant changes in data presented, and recommend corrective action. Members also maintain information systems and coordinate with base and regional data services monitors.

Entry into the career ladder currently requires an Armed Services Vocational Aptitude Battery score of 43. Personnel entering the AFSC 2R1X1 career ladder must attend a 6-week, 4-day Maintenance Scheduling Course conducted at Sheppard AFB TX. This consists of familiarization of aircraft maintenance organizations, concepts and responsibilities, familiarization of technical orders and Air Force instructions, and automated products and the utilization and maintenance of aircraft through all the phases of maintenance. Training includes engine parts tracking and the maintenance of aerospace weapon systems records, using computer remote terminals and associated equipment.

SURVEY METHODOLOGY

Inventory Development

The data collection instrument for this occupational survey was USAF Job Inventory (JI), Occupational Survey Number 2298, dated June 1997. A tentative task list was prepared after reviewing pertinent career ladder publications and directives, pertinent tasks from the previous

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survey instrument, and data from the last OSR. The preliminary task list was refined and validated through personal interviews with 38 subject-matter experts (SMEs) at the technical training location and at the following operational bases:

<u>BASE</u>	<u>UNIT VISITED</u>
Sheppard AFB TX	362 TRS/TOC
Travis AFB CA	60 LSS/LGOM
Edwards AFB CA	412 LSS/LGLOS
Mountain Home AFB ID	366 OSS/OSOS
Eglin AFB FL	33 OSS/OSOS
Hurlburt Field FL	16 LSS/LGLOP

The resulting JI contains a comprehensive listing of 281 tasks grouped under 10 duty headings and a background section requesting such information as base of assignment, command of assignment, Air Force component status, organizational level, job title, computer software used, and automated management system used.

Survey Administration

From August 1997 through January 1998, Base Training Offices administered the inventory to 1,787 eligible AFSC 2R1X1 personnel. To qualify for the survey, personnel were required to hold a duty AFSC of 2R131, 2R151, 2R171, 2R191, or 2R000. Excluded from the survey were personnel in PCS, student, or hospital status, or with less than 6 weeks on the job. Job incumbents were selected from a computer-generated mailing list obtained from personnel data tapes maintained by the Air Force Personnel Center, Randolph AFB TX.

Each individual who completed the inventory first completed aidentication and biographical information section and then checked each task performed in his or her current job. After checking all tasks performed, each member then rated each of these tasks on a 9-point scale, showing relative time spent on that task, as compared to all other tasks checked. The ratings ranged from 1 (very small amount time spent) through 5 (about average time spent) to 9 (very large amount time spent).

To determine relative time spent for each task checked by a respondent, all of the incumbent's ratings are assumed to account for 100 percent of his or her time spent on the job and are summed. Each task rating is then divided by the total task ratings and multiplied by 100 to provide a relative percentage of time spent for each task. This procedure provides a basis for comparing tasks in terms of both percent members performing and average percent time spent.

Survey Sample

Personnel were selected to participate in this survey so as to ensure an accurate representation across major commands (MAJCOM) and paygrade groups. All eligible AFSC 2R1X1 personnel were mailed survey booklets. Table 1 reflects the percentage distribution, by MAJCOM, of assigned AFSC 2R1X1 personnel as of August 1997. The 1,129 respondents in the final sample represent 60 percent of the total assigned personnel. Table 2 reflects the paygrade distribution for these AFSC 2R1X1 personnel. The survey sample is considered to be a satisfactory representation of the career ladder population.

Task Factor Administration

Job descriptions alone do not provide sufficient data for making decisions about career ladder documents or training programs. Task factor information is needed for a complete analysis of the career ladder. While most participants in the survey process completed a USAF JI, selected senior AFSC 2R1X1 personnel were also asked to complete booklets rendering judgments on task training emphasis (TE) or task difficulty (TD). The TE and TD booklets were processed separately from the JIs. The information gained from these task factor data is used in various analyses and is a valuable part of the training decision process.

Training Emphasis (TE). TE is a rating of the amount of emphasis that should be placed on tasks in entry-level training. The 48 senior AFSC NCOs who completed a TE booklet were asked to select tasks they felt required some sort of structured training for entry-level personnel and then indicate how much training emphasis these tasks should receive, from 1 (extremely low emphasis) to 9 (extremely high emphasis). Structured training is defined as training provided at resident technical schools, field training detachments, mobile training teams, formal on-the-job-training (OJT), or any other organized training method. The interrater reliability was excellent, indicating very strong agreement among the 48 raters as to which tasks required some form of structured training and which did not. The average TE rating was 1.82, with a standard deviation of 1.73. Any task with a TE rating of 3.55 or above is considered to have high TE.

Task Difficulty (TD). TD is an estimate of the amount of time needed to learn how to do each task satisfactorily. The 51 senior NCOs who completed TD booklets were asked to rate the difficulty of each task using a 9-point scale (extremely low to extremely high). Interrater reliability was acceptable, with high agreement. Ratings were standardized, so tasks have an average difficulty of 5.00 and a standard deviation of 1.00. Any task with a TD rating of 6.00 or above is considered to be difficult to learn.

TABLE 1
MAJCOM DISTRIBUTION OF AFSC 2R1X1 PERSONNEL

<u>COMMAND</u>	<u>PERCENT OF ASSIGNED*</u>	<u>PERCENT OF SAMPLE</u>
USAFE	5	5
AETC	7	7
PACAF	7	8
AFSOC	3	3
ACC	26	27
AMC	11	14
AFMC	3	3
ANG	25	20
AR	12	11
OTHER	1	2

Total Assigned 1,870*

Total Eligible for Survey 1,702

Total Surveyed in Sample 1,129

Percent of Assigned in Sample 60%

Percent of Eligible in Sample 66%

Also included in survey were 221 ANG and 127 AR 2R1X1 personnel

*Eligible strength as of August 1997

TABLE 2
PAYGRADE DISTRIBUTION OF SURVEY SAMPLE

<u>PAYGRADE</u>	<u>PERCENT OF ASSIGNED*</u>	<u>PERCENT OF SAMPLE</u>
E-1 to E-3	21	15
E-4	23	18
E-5	30	29
E-6	16	20
E-7	8	14
E-8	1	3
E-9	1	1

NOTE: Columns may not add to 100 percent due to rounding

* Eligible strength as of August 1997

When used in conjunction with the primary criterion of percent members performing, TE and TD ratings can provide insight into first-enlistment personnel training requirements. Such insights may suggest a need for lengthening or shortening portions of instruction supporting entry-level jobs.

SPECIALTY JOBS (Career Ladder Structure)

The occupational analysis process begins with an examination of the career ladder structure. The structure of jobs within the Maintenance Scheduling career ladder was examined on the basis of similarity of tasks performed and the relative percent of time spent ratings provided by job incumbents, independent of other specialty background factors.

The first step in the analysis process is to identify the structure of the career ladder in terms of the jobs performed by the respondents. Comprehensive Occupational Data Analysis Programs (CODAP) assist by creating an individual job description for each respondent based on the tasks performed and relative amount of time spent on the tasks. The CODAP automated job clustering program then compares all the individual job descriptions, locates the two descriptions with the most similar tasks and time spent ratings, and then combines them to form a composite job description. In successive stages, new members are added to the initial group or new groups are formed based on the similarity of tasks performed and time spent ratings.

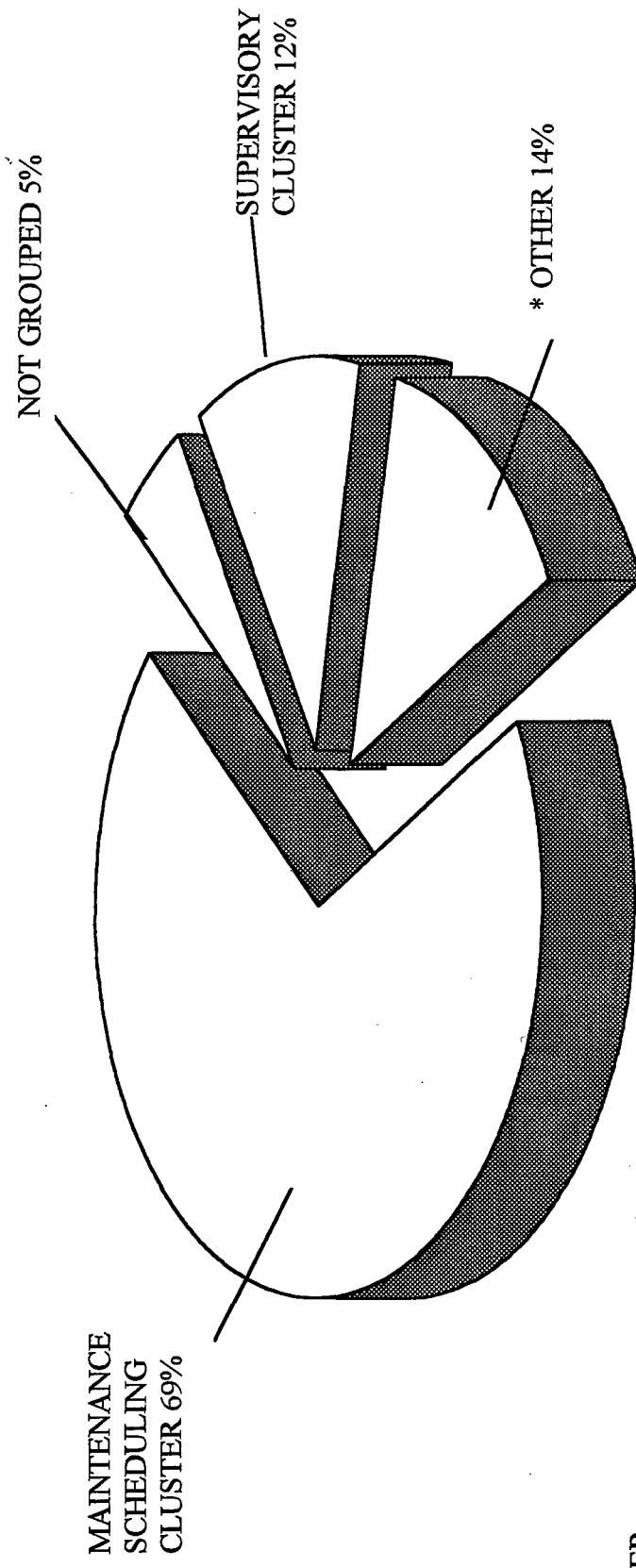
The basic group used in the hierarchical clustering process is the *Job*. When two or more jobs have a substantial degree of similarity in tasks performed and time spent on tasks, they are grouped together and identified as a *Cluster*. The structure of the career ladder is then defined in terms of jobs and clusters of jobs. The resulting job structure information can be used to evaluate the accuracy of career ladder documents (i.e., AFMAN 36-2108 *Specialty Descriptions*, the Career Field Education and Training Plan, and Specialty Training Standard (STS)) and to gain a better understanding of current utilization patterns.

Overview of Specialty Jobs

Structure analysis identified two clusters and eight independent jobs within the survey sample. Based on task similarity and relative time spent, the jobs performed by AFSC 2R1X1 personnel are illustrated in Figure 1. A listing of those jobs is provided below. The stage (STG) number shown beside each title is a reference to computer-printed information; the number of personnel in each stage (N) is also shown.

I. PLANS AND SCHEDULING JOB (STG038, N= 31)

AFSC 2R1X1 SPECIALTY JOBS
(N=1,129)



OTHER

- PLANS AND SCHEDULING-3%
- FLYING HOUR PROGRAM SCHEDULING-1%
- AVDO MONITOR-1%
- DOCUMENTATION-2%
- TIME CHANGE MONITOR-1%
- AR/ANG PRODUCTION CONTROLLER-2%
- AR/ANG ENGINE MANAGEMENT-2%
- TMDE-2%

FIGURE 1

- II. FLYING HOUR PROGRAM SCHEDULING JOB (STG090, N=7)
- III. AVDO MONITOR JOB (STG137, N=8)
- IV. DOCUMENTATION JOB (STG035, N= 27)
- V. TIME CHANGE MONITOR JOB (STG081, N=12)
- VI. MAINTENANCE SCHEDULING CLUSTER (STG037, N=782)
- VII. SUPERVISORY CLUSTER (STG045, N=139)
- VIII. AR AND ANG PRODUCTION CONTROLLER JOB (STG030, N=21)
- IX. JUNIOR ENGINE MANAGEMENT JOB (STG028, N=24)
- X. TMDE JOB (STG184, N=23)

The respondents forming these jobs account for 95 percent of the survey sample. The remaining 5 percent are performing tasks or a series of tasks that did not group with any of the defined jobs. Job titles given by respondents representative of these personnel include: TCI/Inspection Monitor, Depot Level Maintenance, GCSAS Monitor, Quality Air Force Advisor, and Quality Assurance Evaluator.

Group Descriptions

The following paragraphs contain brief descriptions of the two clusters and eight jobs identified through the career ladder structure analysis. Appendix A lists representative tasks performed by identified cluster and job groups. Table 3 displays time spent on duties by members of career ladder jobs, while Table 4 provides demographic information for each cluster and job discussed within this report. Representative tasks for all the jobs are contained in Appendix A.

When describing Time In Present Job, Time In Career Field, and Total Active Federal Military Service (TAFMS) in the group descriptions below, data for ANG and AR personnel are not reflected due to the manner in which these personnel accrue their time (different from Active Duty personnel).

I. PLANS AND SCHEDULING JOB (STG038). Members in this job represent 3 percent of the survey sample and are responsible for the planning and scheduling of maintenance on various assigned systems. They spend 63 percent of their time performing planning and

TABLE 3

AVERAGE PERCENT TIME SPENT ON DUTIES BY AD CAREER LADDER JOBS

<u>DUTIES</u>	<u>PLANS AND JOB (ST038)</u>	<u>FLYING HOUR PROGRAM SCHEDULING JOB (ST090)</u>	<u>AVDO MONITOR JOB (ST137)</u>
A. PREPARING, UPDATING AND FILING FORMS, RECORDS, AND REPORTS	16	28	12
B. PERFORMING AEROSPACE VEHICLE DISTRIBUTION (AVDO) ACTIVITIES	7	6	45
C. PERFORMING DOCUMENTATION ACTIVITIES	8	10	13
D. PERFORMING PLANNING AND SCHEDULING ACTIVITIES	63	36	22
E. PERFORMING ENGINE DATA MANAGEMENT ACTIVITIES	*	7	-
F. PERFORMING TEST, MEASUREMENT, AND DIAGNOSTIC EQUIPMENT (TMDE) ACTIVITIES	-	-	-
G. PERFORMING MANAGEMENT AND SUPERVISORY ACTIVITIES	3	3	6
H. PERFORMING TRAINING ACTIVITIES	2	-	1
I. PERFORMING GENERAL ADMINISTRATIVE AND TECHNICAL ORDER SYSTEM ACTIVITIES	*	1	1
J. PERFORMING GENERAL SUPPLY AND EQUIPMENT ACTIVITIES	*	*	*

* Less than 1 percent

- Indicates no members performing

TABLE 3 (CONTINUED)

AVERAGE PERCENT TIME SPENT ON DUTIES BY AD CAREER LADDER JOBS

<u>DUTIES</u>	<u>DOCUMENTATION JOB (STG035)</u>	<u>TIME CHANGE MONITOR JOB (STG 081)</u>	<u>TIME MAINTENANCE SCHEDULER CLUSTER (STG037)</u>
A. PREPARING, UPDATING AND FILING FORMS, RECORDS, AND REPORTS	43	13	16
B. PERFORMING AEROSPACE VEHICLE DISTRIBUTION (AVDO) ACTIVITIES	9	11	7
C. PERFORMING DOCUMENTATION ACTIVITIES	31	35	30
D. PERFORMING PLANNING AND SCHEDULING ACTIVITIES	14	10	23
E. PERFORMING ENGINE DATA MANAGEMENT ACTIVITIES	-	-	5
F. PERFORMING TEST, MEASUREMENT, AND DIAGNOSTIC EQUIPMENT (TMDE) ACTIVITIES	*	-	*
G. PERFORMING MANAGEMENT AND SUPERVISORY ACTIVITIES	*	15	10
H. PERFORMING TRAINING ACTIVITIES	*	7	4
I. PERFORMING GENERAL ADMINISTRATIVE AND TECHNICAL ORDER SYSTEM ACTIVITIES	1	9	4
J. PERFORMING GENERAL SUPPLY AND EQUIPMENT ACTIVITIES	-	2	1

* Less than 1 percent

- Indicates no members performing

TABLE 3 (CONTINUED)

AVERAGE PERCENT TIME SPENT ON DUTIES BY AD CAREER LADDER JOBS

<u>DUTIES</u>	<u>MUNITIONS SCHEDULING JOB (STG140)</u>	<u>ENGINE MANAGEMENT JOB (STG108)</u>	<u>SUPERVISORY CLUSTER (STG045)</u>
A. PREPARING, UPDATING AND FILING FORMS, RECORDS, AND REPORTS	10	13	7
B. PERFORMING AEROSPACE VEHICLE DISTRIBUTION (AVDO) ACTIVITIES	8	4	9
C. PERFORMING DOCUMENTATION ACTIVITIES	26	29	9
D. PERFORMING PLANNING AND SCHEDULING ACTIVITIES	37	9	12
E. PERFORMING ENGINE DATA MANAGEMENT ACTIVITIES	2	28	*
F. PERFORMING TEST, MEASUREMENT, AND DIAGNOSTIC EQUIPMENT (TMDE) ACTIVITIES	*	*	*
G. PERFORMING MANAGEMENT AND SUPERVISORY ACTIVITIES	6	9	43
H. PERFORMING TRAINING ACTIVITIES	8	4	13
I. PERFORMING GENERAL ADMINISTRATIVE AND TECHNICAL ORDER SYSTEM ACTIVITIES	3	4	5
J. PERFORMING GENERAL SUPPLY AND EQUIPMENT ACTIVITIES	-	1	2

* Less than 1 percent

- Indicates no members performing

TABLE 3 (CONTINUED)

AVERAGE PERCENT TIME SPENT ON DUTIES BY AD CAREER LADDER JOBS

<u>DUTIES</u>	<u>AR & ANG PRODUCTION CONTROLLER JOB (STG030)</u>	<u>JUNIOR ENGINE MANAGEMENT JOB (STG028)</u>	<u>TMDE JOB (STG184)</u>
A. PREPARING, UPDATING AND FILING FORMS, RECORDS, AND REPORTS	25	26	16
B. PERFORMING AEROSPACE VEHICLE DISTRIBUTION (AVDO) ACTIVITIES	3	13	*
C. PERFORMING DOCUMENTATION ACTIVITIES	17	20	8
D. PERFORMING PLANNING AND SCHEDULING ACTIVITIES	6	4	4
E. PERFORMING ENGINE DATA MANAGEMENT ACTIVITIES	-	37	-
F. PERFORMING TEST, MEASUREMENT, AND DIAGNOSTIC EQUIPMENT (TMDE) ACTIVITIES	1	*	52
G. PERFORMING MANAGEMENT AND SUPERVISORY ACTIVITIES	16	-	9
H. PERFORMING TRAINING ACTIVITIES	9	-	5
I. PERFORMING GENERAL ADMINISTRATIVE AND TECHNICAL ORDER SYSTEM ACTIVITIES	4	*	*
J. PERFORMING GENERAL SUPPLY AND EQUIPMENT ACTIVITIES	19	5	-

* Less than 1 percent

- Indicates no members performing

TABLE 4

SELECTED BACKGROUND DATA FOR SPECIALTY CLUSTERS AND JOBS

	PLANS AND SCHEDULING JOB	FLYING HOUR PROGRAM JOB	AVDO MONITOR JOB	DOCUMENTATION JOB	TIME CHANGE MONITOR JOB
NUMBER IN GROUP	31	7	8	27	12
PERCENT OF SAMPLE	3%	*	2%	2%	1%
PERCENT IN CONUS	97%	57	100%	93%	83%
DAFSC DISTRIBUTION:					
2R131	29%	57%	25%	15%	8%
2R151	65%	43%	50%	78%	75%
2R171	6%	0%	25%	7%	17%
2R191	0%	0%	0%	0%	0%
2R100	0%	0%	0%	0%	0%
COMPONENT STATUS:					
ACTIVE DUTY	81	100	100	34	100
AIR NATIONAL GUARD	0	0	0	59	0
AIR FORCE RESERVE	19	0	0	7	0
PREDOMINANT GRADE(S)					
AVG MONTHS IN CAREER FIELD	E-4	E-3	E-4	E-4	E-5
AVG MONTHS IN SERVICE	49	27	87	46	80
PERCENT IN FIRST ENLISTMENT	61	39	101	67	109
PERCENT SUPERVISING	13%	14%	0	7%	8%
AVG NUMBER OF TASKS PERFORMED	*	0	*	*	*
	15	13	20	15	28

TABLE 4 (CONTINUED)

SELECTED BACKGROUND DATA FOR SPECIALTY CLUSTERS AND JOBS

	MAINTENANCE SCHEDULER CLUSTER	TCTO MONITOR	MAINTENANCE SCHEDULING TECHNICIAN	AGE SCHEDULING
NUMBER IN GROUP	782	86	510	23
PERCENT OF SAMPLE	69%	8%	45%	2%
PERCENT IN CONUS	81%	79%	80%	74%
<u>DAFSC DISTRIBUTION:</u>				
2R131	13	20	12	4
2R151	50	70	42	83
2R171	36	10	43	13
2R191	2	0	3	0
2R100	0	0	0	0
<u>COMPONENT STATUS:</u>				
ACTIVE DUTY	67	93	63	100
AIR NATIONAL GUARD	23	7	25	0
AIR FORCE RESERVE	10	0	12	0
<u>PREDOMINANT GRADE(S)</u>				
AVG MONTHS IN CAREER FIELD	E-5	E-4	E-5	E-4
AVG MONTHS IN SERVICE	83	69	89	87
PERCENT IN FIRST ENLISTMENT	106	95	111	108
	6%	12%	4%	4%
<u>PERCENT SUPERVISING</u>	1%	*	1%	*
<u>Avg NUMBER OF TASKS PERFORMED</u>	72	32	86	44

TABLE 4 (CONTINUED)

SELECTED BACKGROUND DATA FOR SPECIALTY CLUSTERS AND JOBS

	MUNITIONS SCHEDULING	ENGINE MANAGEMENT	SUPERVISORY CLUSTER
NUMBER IN GROUP	5	120	139
PERCENT OF SAMPLE	*	11%	12%
PERCENT IN CONUS	80%	85%	87%
<u>DAFSC DISTRIBUTION:</u>			
2R131	40	9	2
2R151	60	54	22
2R171	0	37	57
2R191	0	1	14
2R100	0	0	5
<u>COMPONENT STATUS</u>			
ACTIVE DUTY	100	100	100
AIR NATIONAL GUARD	0	0	0
AIR FORCE RESERVES	0	0	0
<u>PREDOMINANT GRADE(S)</u>			
E-4	E-5	E-6	
Avg months in career field	37	81	133
Avg months in service	67	99	180
Percent in first enlistment	0	6%	1%
<u>PERCENT SUPERVISING</u>	*	*	4
Avg number of tasks performed	45	60	83

TABLE 4 (CONTINUED)

SELECTED BACKGROUND DATA FOR SPECIALTY CLUSTERS AND JOBS

	AR/ANG PRODUCTION CONTROLLER JOB	AR/ANG ENGINE MANAGEMENT JOB	TMDE JOB	
NUMBER IN GROUP	21	120	23	
PERCENT OF SAMPLE	2%	11%	2%	
PERCENT IN CONUS	100%	71%	39%	
<u>DAFSC DISTRIBUTION:</u>				
2R131	0	25	26	
2R151	67	63	61	
2R171	33	13	13	
2R191	0	0	0	
2R100	0	0	0	
<u>COMPONENT STATUS</u>				
ACTIVE DUTY	10	63	100	
AIR NATIONAL GUARD	19	29	0	
AIR FORCE RESERVE	71	8	0	
<u>PREDOMINANT GRADE(S)</u>				
Avg Months in Career Field	E-5	E-4	E-4	
Avg Months in Service	115	61	92	
Percent in First Enlistment	N/A	N/A	N/A	
10%	17%	9%		
<u>PERCENT SUPERVISING</u>	1	*	*	
<u>Avg Number of Tasks Performed</u>	30	13	25	

scheduling activities, which include such things as developing weekly/daily schedules and maintenance plans, loading operational events, such as flying schedules, into system records. Active duty members perform an average of 15 tasks. Representative tasks include:

- distribute maintenance plans or schedules
- initiate scheduled inspections
- forecast depot inputs
- maintain or update long-range plans
- schedule accomplishment of TCTOs

The Active Duty respondents in the Plans and Scheduling Job have a predominant paygrade of E-3 and average 4 years TAFMS.

II. FLYING HOUR PROGRAM SCHEDULING JOB (STG090). The seven members of this job represent less than 1 percent of the total survey sample. They spend most of their time (36 percent) performing tasks related to planning and scheduling activities. All seven members are Active Duty and indicate they verify operational data, such as flying hours, from other agencies and maintain core automated maintenance system (CAMS) products. These members are relatively new to the job for this career ladder, averaging 3 years time in service. Seventy-one percent are in their first enlistment, and hold the paygrade of E-3. Representative tasks for this job include:

- conduct or attend daily maintenance planning meetings
- distribute maintenance plans or schedules
- update technical order (TO) files
- review TO changes
- verify entries on AFTO Forms 781-Series
- review CAMS data
- update engine status in system records
- schedule accomplishment of TCTOs
- prepare job flow packages

III. AVDO MONITOR JOB (STG137). This job constitutes less than 1 percent of the total sample. All eight members are on Active Duty and have a predominate grade of E-4. Respondents perform an average of 20 tasks. This indicates that this job is somewhat limited in focus. The incumbents of the AVDO Monitor Job spend almost half (45 percent) of their time on tasks related to performing aerospace space vehicle distribution (AVDO) activities, which includes preparing or maintaining reports on aerospace vehicle equipment status, preparing gain, loss, or termination messages, and preparing possession purpose identifier change messages. Representative tasks performed by members of this job are:

- review CAMS data
- distribute maintenance plans or schedules
- prepare or maintain reports on aerospace vehicle inventories
- maintain core automated maintenance system (CAMS) products
- correct aerospace vehicle flying times
- prepare or maintain reports on aerospace vehicle equipment status
- prepare or maintain reports on aerospace vehicle utilization
- correct aerospace vehicle equipment utilization data

IV. DOCUMENTATION JOB (STG035). Accounting for 2 percent of the survey sample, members with this job spend 43 percent of their time preparing, updating, and filing forms, records, and reports, and an additional 31 percent performing documentation activities. Active duty incumbents of this limited job perform an average of 16 tasks. Members with this limited job are distinguished by the time they spend on the following tasks:

- file AFTO Forms 781-Series (Aircraft Discrepancy, Inspection, and Maintenance Records)
- review CAMS data
- maintain aircraft record jackets
- verify entries on AFTO Forms 781-Series
- file scheduled maintenance reports
- file correspondence
- conduct manual records reviews
- open or close remote devices

V. TIME CHANGE MONITOR JOB (STG081). This job is performed by 1 percent of the survey sample. Incumbents perform an average of 28 tasks in this narrowly focused job. They report spending 35 percent of their duty time performing documentation functions and 15 percent performing management and supervisory activities. Members in this job update job flow packages, review TO changes and load initial inspection or time change requirements into system records. Typical tasks performed by members with the job include:

- review CAMS data
- prepare job flow packages
- distribute maintenance plans or schedules
- open or close remote devices
- validate inspection or time change requirements in system records
- update technical order (TO) files

The incumbents in this job average a little more than 6 years time in service and hold the average grade of E-5.

VI. MAINTENANCE SCHEDULING CLUSTER (STG037). The 782 members of the Maintenance Scheduling Cluster represent the largest group (69 percent) in the survey sample. Thirty percent of their relative job time is devoted to performing documentation activities. An additional 23 percent of the relative job time is spent on planning and scheduling the maintenance of assigned equipment. The 524 Active Duty airmen perform an average of 65 tasks, which deal with performing routine tasks of maintaining CAMS products, monitoring Time Compliance Technical Orders (TCTOs), and preparing and initiating inspections. There are 177 ANG incumbents and 81 AR incumbents in this cluster and they perform an average of 88 tasks, many of which are the same tasks performed by their Active Duty counterparts. The difference in the number of tasks between the two groups is due to the fact that ANG and AR members are less specialized in this cluster than are the Active Duty members. The specific jobs that ANG and AR incumbents focus their time on will be discussed later.

Active Duty respondents holding this job have paygrades of E-4 through E-7. They also average 9 years TAFMS and hold 3- and 7-skill levels. Component status indicates 46 percent of the members of the Maintenance Scheduling Cluster are on Active Duty. Representative tasks include:

- maintain core automated maintenance system (CAMS) products
- review CAMS data
- maintain AFTO Forms 95 (Significant Historical Data)
- maintain historical data on assigned equipment
- schedule accomplishment for assigned equipment
- determine TCTO status for assigned equipment
- review or monitor status of TCTO programs

Five jobs were identified within this cluster. The first job, TCTO Monitor involves coordination and planning of TCTOs. The next job is the Maintenance Scheduling Technician, which involves planning and scheduling activities for flying schedules. AGE and munitions functions are the primary factors which distinguish the third and fourth jobs. These jobs include similar tasks of the previous two jobs, but are distinguished by tasks specific to AGE Scheduling and Munitions systems. The final job, Engine Management, deals with engine reporting and TCTO coordination.

Although most of the members of the Maintenance Scheduling Cluster indicated they perform common tasks pertaining to maintaining CAMS products, i.e., preparing for and conducting schedules, meetings and inspections, the individual jobs within warrant discussion on their own. A description of each of the five jobs follows.

A. TCTO Monitor Job (STG063). The 86 members of this job are responsible for the coordination, planning, and status of TCTOs. Active Duty members account for 93 percent of the incumbents in this job, and they perform an average of 28 tasks, which include coordinating TCTOs with other workcenters and determining the TCTO status for assigned equipment. In addition, members with the job spend 38 percent of their time performing tasks pertaining to documentation activities. The personnel in this job reflect the DAFSCs of the cluster as 71 percent hold DAFSC 2R151 and 21 percent indicate being DAFSC 2R131. There are six ANG and no AR respondents in this job. The following are typical tasks members with this job perform.

- review or monitor status of TCTO programs
- determine TCTO status for assigned equipment
- coordinate TCTOs with other workcenters
- maintain time compliance technical orders (TCTOs)
- maintain core automated maintenance system (CAMS) products
- load TCTO requirements into system records
- schedule accomplishment of TCTOs
- review CAMS data

B. Maintenance Scheduling Technician (STG092). The 323 members of this job spend 29 percent of their relative job time performing planning and scheduling activities. An additional 28 percent of their relative job time is spent performing documentation activities. These airmen perform an average of 79 tasks. Sixty-one percent of the members in this job hold the paygrades of E-4 and E-5 (28 percent and 33 percent respectively) and average over 7 years in the career field. There are 127 ANG and 60 AR members in the job. Representative tasks include:

- maintain core automated maintenance system (CAMS) products
- review CAMS data
- develop weekly utilization or maintenance schedules for aerospace vehicles
- incorporate inspection and time changes to weekly schedules
- maintain aircraft record jackets
- coordinate maintenance requirements with operations
- conduct or attend daily maintenance planning meetings
- load operational events, such as flying schedules, into system records

C. AGE Scheduling Job (STG144). The 23 Active Duty incumbents with this job spend almost 43 percent of their time performing documentation activities. This includes maintaining CAMS products, maintaining historical data on assigned equipment and loading initial inspection or time change requirements into system records. What distinguishes this job are the tasks and the functional area worked in dealing specifically with AGE data. Tasks representative of the work performed include:

- maintain core automated maintenance system (CAMS) products
- maintain historical data on assigned equipment
- maintain AFTO Forms 95 (Significant Historical Data)
- review CAMS data
- maintain records of recurring inspection times or dates
- validate inspection or time change requirements in system records
- incorporate inspection and time changes to weekly schedules
- initiate schedule inspections

D. Munitions Scheduling Job (STG140). The five Active Duty respondents comprising this job are responsible for developing munitions maintenance plans or schedules, reviewing CAMS data, and scheduling or coordinating loading of munitions. Thirty-seven percent of these members' relative job time is spent planning and scheduling maintenance activities. An additional 26 percent of their relative job time is spent performing documentation activities. These incumbents perform an average of 45 tasks. Examples of munitions scheduling tasks include:

- develop munitions maintenance plans or schedules
- review CAMS data
- schedule or coordinate loading of munitions
- review missile equipment status reports for accuracy
- maintain core automated maintenance system (CAMS) products
- develop missile maintenance plans
- incorporate inspection and time changes to weekly schedules
- project maintenance requirements, other than contract
- schedule accomplishment of TCTOs

E. Engine Management Job (STG108). The 120 Active Duty incumbents with this job spend 28 percent of their time performing tasks dealing directly with engine data management activities. This includes maintaining engine record jackets and maintaining comprehensive engine management system (CEMS) data base. In addition, incumbents also report performing 29 percent of their time performing tasks directly related to documentation activities. Active Duty

incumbents perform an average of 26 tasks. What distinguishes this job from the Maintenance Scheduling Cluster are the tasks dealing specifically with engine data. The following are typical tasks members with this job perform:

- maintain comprehensive engine management system (CEMS) data base
- maintain engine record jackets
- maintain core automated maintenance system (CAMS) products
- verify or update engine accumulated hour and event data
- forecast engine time changes
- forecast engine inspections
- update engine status in system records
- maintain historical data on assigned equipment

VII. SUPERVISORY CLUSTER (STG045). Unlike their counterparts in the career field, the 139 members of the Supervisory Cluster spend 43 percent of their time in Duty G performing tasks pertaining to management and supervisory and training activities. Active duty incumbents perform an average of 79 tasks in this very broad job. Members with this job are responsible for the supervision of workcenter personnel. Incumbents responsibilities include writing EPRs, scheduling leaves and passes, establishing performance standards, and counseling subordinates. In addition to these managerial duties, incumbents also perform such technical tasks as reviewing CAMS data, opening and closing remote devices, and reviewing TO changes. Representative tasks for this cluster include:

- supervise military personnel
- establish performance standards for subordinates
- review CAMS data
- conduct OJT
- counsel subordinates concerning personal matters
- write recommendations for awards or decorations
- review TO changes
- evaluate job-related suggestions
- coordinate maintenance requirements with operations
- review aerospace vehicle equipment utilization reports for accuracy

Respondents performing this job are the most experienced group within the study, with the Active Duty incumbents averaging 15 years in service. Active Duty incumbents have a predominant paygrade of E-6. The majority of Active Duty (59 percent) members in this cluster hold the 7-skill level.

There were two job variations represented within this cluster. NCOICs of Plans and Scheduling spend a vast majority of time performing more technical tasks and supervising maintenance scheduling technicians. The incumbents' responsibilities include maintaining aerospace vehicle equipment, evaluating work schedules, and writing recommendations for awards or decorations. First-Line Supervisors, on the other hand, spend the majority of their duty time in core supervisory activities such as supervising military personnel, inspecting personnel for compliance with military standards, and writing performance reports or supervisory appraisals.

VIII. AR AND ANG PRODUCTION CONTROLLER JOB (STG030). This job is performed by 2 percent of all survey respondents. The 21 incumbents who grouped within this job were either AR (N=15) or ANG (N=4) personnel. Two members were Active Duty. Respondents reported performing an average of 30 tasks. The focus of this job is on such administrative duties as preparing, updating, and filing forms, records, and reports. In addition, incumbents report spending 19 percent of their duty time on training duties and 17 percent performing documentation activities. Members with this job are distinguished by the time they spend on the following tasks:

- complete AF Forms 2005 (Issue/Turn In Request)
- process entries on AFTO Forms 350 (Reparable Item Processing Tag)
- coordinate supply-related matters with appropriate agencies
- prepare or pack equipment for shipment, storage, or exchange
- store equipment, tools, parts, or supplies
- inventory equipment, tools, parts, or supplies
- prepare DD Forms 1348-Series (Supply Requisition)

Respondents holding this job are relatively experienced, averaging more than 10 years time in service. The predominant paygrade is E-5 and the majority of the members hold the 5-skill level.

IX. JUNIOR ENGINE MANAGEMENT JOB (STG028). Unlike the other Engine Management Job, this group consists of members who are in their first enlistment and their predominant paygrade is E-4. In addition, these members spend a higher percentage (37 percent) of their relative job time in the duty of performing engine data management activities. Their responsibilities include maintaining the CEMS data base, maintaining engine record jackets, and updating engine status in system records. Representative tasks for this job include:

- review CAMS data
- maintain comprehensive engine management system (CEMS) data base
- maintain engine record jackets

- update engine status in system records
- verify or update engine accumulated hour and event data
- set up engine record jackets
- forecast engine inspections

Respondents holding this job average 5 years time in service. The predominant grade is E-4, and 17 percent are in their first enlistment. The majority hold the 5-skill level.

X. TMDE JOB (STG184). This job is performed by 2 percent of the sample who spend 52 percent of their duty time performing TMDE functions, and 16 percent preparing, updating, and filling forms, records, and reports. All 23 members are Active Duty and report that they perform an average of 25 tasks. Their responsibilities include scheduling calibration or maintenance of TMDE, scheduling unscheduled TMDE maintenance, verifying incoming TMDE against PAMS, loading or updating PAMS systems records. Tasks representative of the work performed include:

- schedule calibration or maintenance of TMDE
- schedule unscheduled TMDE maintenance
- verify incoming TMDE against PAMS
- receive TMDE equipment
- load or update PAMS system records
- prepare TMDE for shipments
- review PAMS reports

This job is performed by moderately experienced personnel. Most are in the paygrade of E-4, and 61 percent hold the 5-skill level. Respondents average slightly more than 8 years time in service.

Comparison of Current Jobs to Previous Survey Findings

The results of the specialty job analysis were compared to the previous OSR, dated September 1993. Table 5 lists the major jobs identified in the 1998 report and their equivalent jobs from the 1993 OSR. A review of the jobs performed by the current sample indicates that 7 of the 10 jobs of the 1993 OSR were matched to similar jobs identified in the 1998 report.

The Maintenance Scheduling Cluster comprises the bulk of the specialty (69 percent). The remainder is distributed across specialized systems maintenance function jobs and supporting administration, management, and training jobs. Only two jobs are substantially dominated by the AR and ANG: AR and ANG Production Controller and AR and ANG Engine Management. Tasks performed by personnel in these jobs not identified in the current survey are still being

TABLE 5

SPECIALTY JOB COMPARISONS BETWEEN CURRENT AND 1993 SURVEY

CURRENT SURVEY (N=1,129)	1993 SURVEY (N=912)
Plans and Scheduling Job	Planning and Scheduling Monitor Job
Flying Hour Program Scheduling Job	-
AVDO Monitor Job	Aerospace Vehicle Data Analysis (AVDA)
Documentation Job	-
Time Change Monitor	Time Change Monitor
Maintenance Scheduling Cluster	Maintenance Scheduler Cluster
Supervisory Cluster	First-Line Supervisor Cluster
AR/ANG Production Controller Job	ANG & AFRES Production Controller
Junior Engine Management Job	-
TMDE Job	Test, Measurement, and Diagnostic Equipment (TMDE) Monitor Job

- Indicates no match in report

performed, but not at a level which resulted in these members forming distinct jobs. Differences in job names reflect how tasks were grouped. Aside from this minor variation involving a very small number of personnel, the vast majority of the current sample were found to be performing jobs identified in 1993, thus displaying a relative stable career ladder over time.

ANALYSIS OF DAFSC GROUPS

An analysis of DAFSC groups, in conjunction with the analysis of the career ladder structure, is an important part of each occupational survey. The DAFSC analysis identifies differences in tasks performed at the various skill levels. This information may then be used to evaluate how well career ladder documents, such as the AFMAN 36-2108 *Specialty Description* and the STS reflect what career ladder personnel are actually doing in the field and what is required of their members.

The comparison of DAFSCs has been divided into an Active Duty, ANG, and AR sample. Each component sample contains 3-, 5-, 7- and 9/00-skill levels.

The distribution of skill-level groups across the career ladder specialty jobs is displayed in Tables 6, 7, and 8, while Tables 9, 10, and 11 offer another perspective by displaying the relative percent time spent on each duty across the skill-level groups. These tables indicate that the jobs performed in the Maintenance Scheduling Cluster are core to the career field. Table 6 shows that 69 percent of all Active Duty 3-skill level members are assigned to the Maintenance Scheduling Cluster. A typical pattern of progression is present, with personnel spending more of their relative time on duties involving supervisory, managerial, and training tasks as they move upward toward the 7- or 9-skill level, or the CEM code. It is also obvious, though, that 7-skill level personnel are still involved with technical task performance. ANG and AR progression are somewhat different in that more supervisory duties are performed at the lower skill levels when compared to their Active Duty counterparts.

Active Duty Skill-Level Descriptions

DAFSC 2R131. The 137 Active Duty airmen in the 3-skill level group represent 12 percent of the survey sample and perform an average of 36 tasks. As shown in Table 6, 69 percent of these airmen are in the Maintenance Scheduling Technician Job in the Maintenance Scheduling Cluster. Performing a highly technical job, they spend approximately 29 percent of their relative duty time performing documentation activities, while another 29 percent of their time is spent performing planning and scheduling activities (see Table 9). Their time is devoted to technical duties such as maintaining CAMS products, and reviewing CAMS data and various forms. Table 12 displays representative tasks performed by the highest percentages of these airmen.

TABLE 6

DISTRIBUTION OF AD DAFSC 2R1X1 GROUP MEMBERS ACROSS SPECIALTY JOBS
(PERCENT RESPONDING)

SPECIALTY JOBS	DAFSC	DAFSC	DAFSC	DAFSC
	2R131 (N=137)	2R151 (N=416)	2R171 (N=210)	2R191/ 2R100 (N=18)
I Plans and Scheduling Job	7	4	0	0
II Flying Hour Program Job	3	*	0	0
III AVDO Monitor Job	2	1	1	0
IV Documentation Job	3	1	0	0
V Time Change Monitor Job	*	2	1	0
VI Maintenance Scheduler Cluster	69	74	56	6
VII Supervisory Cluster	2	7	32	78
VIII AR/ANG Prod Controller Job	0	2	*	0
IX Junior Engine Management Job	4	2	*	4
X TMDE Job	4	3	1	4
Not Grouped	6	4	9	6

- Indicates no members performing

NOTE: Columns may not add to 100 percent due to rounding or nonresponse

TABLE 7

DISTRIBUTION OF ANG DAFSC 2R1X1 GROUP MEMBERS ACROSS SPECIALTY JOBS
(PERCENT RESPONDING)

SPECIALTY JOBS	DAFSC 2R131 (N=2)	DAFSC 2R151 (N=72)	DAFSC 2R17 (N=124)	DAFSC 2R191/ 2R100 (N=23)
I Plans and Scheduling Job	0	0	0	0
II Flying Hour Program Job	0	0	0	0
III AVDO Monitor Job	0	0	0	0
IV Documentation Job	0	21	*	0
V Time Change Monitor Job	0	0	0	0
VI Maintenance Scheduler Cluster	100	71	90	65
VII Supervisory Cluster	0	0	3	26
VIII AR/ANG Prod Controller Job	0	1	2	0
IX Junior Engine Management Job	0	7	2	0
X TMDE Job	0	0	0	0
Not Grouped	0	0	3	0

- Indicates no members performing

NOTE: Columns may not add to 100 percent due to rounding or nonresponse

TABLE 8

DISTRIBUTION OF AR DAFSC 2R1X1 GROUP MEMBERS ACROSS SPECIALTY JOBS
(PERCENT RESPONDING)

SPECIALTY JOBS	DAFSC 2R131 (N=2)	DAFSC 2R151 (N=50)	DAFSC 2R17 (N=67)	DAFSC 2R191/ 2R100 (N=8)
I Plans and Scheduling Job	0	8	3	0
II Flying Hour Program Job	0	0	0	0
III AVDO Monitor Job	0	0	0	0
IV Documentation Job	0	2	2	0
V Time Change Monitor Job	0	0	0	0
VI Maintenance Scheduler Cluster	100	56	75	0
VII Supervisory Cluster	0	2	16	75
VIII AR/ANG Prod Controller Job	0	24	5	0
IX Junior Engine Management Job	0	4	0	0
X TMDE Job	0	0	0	0
Not Grouped	0	4	3	25

- Indicates no members performing

NOTE: Columns may not add to 100 percent due to rounding or nonresponse

TABLE 9

AVVERAGE PERCENT TIME SPENT PERFORMING DUTIES BY AD DAFSC 2R1X1 GROUPS
(RELATIVE PERCENT OF JOB TIME)

DUTIES	2R131 (N=137)	2R151 (N=416)	2R171 (N=210)	2R191/2R100 (N=18)
A. PREPARING, UPDATING AND FILING FORMS, RECORDS, AND REPORTS	17	16	11	4
B. PERFORMING AEROSPACE VEHICLE DISTRIBUTION (AVDO) ACTIVITIES	9	8	7	8
C. PERFORMING DOCUMENTATION ACTIVITIES	29	27	19	3
D. PERFORMING PLANNING AND SCHEDULING ACTIVITIES	29	22	17	6
E. PERFORMING ENGINE DATA MANAGEMENT ACTIVITIES	5	5	3	0
F. PERFORMING TEST, MEASUREMENT, AND DIAGNOSTIC EQUIPMENT (TMDE) ACTIVITIES	3	2	*	0
G. PERFORMING MANAGEMENT AND SUPERVISORY ACTIVITIES	3	9	27	65
H. PERFORMING TRAINING ACTIVITIES	1	4	9	8
I. PERFORMING GENERAL ADMINISTRATIVE AND TECHNICAL ORDER SYSTEM ACTIVITIES	4	4	4	5
J. PERFORMING GENERAL SUPPLY AND EQUIPMENT ACTIVITIES	*	2	2	1

* Less than 1 percent

NOTE: Columns may not add to 100 percent due to rounding

TABLE 10

AVERAGE PERCENT TIME SPENT PERFORMING DUTIES BY ANG DAFSC 2R1X1 GROUPS
(RELATIVE PERCENT OF JOB TIME)

DUTIES	2R131 (N=2)	2R151 (N=72)	2R171 (N=124)	2R191/2R100 (N=23)
A. PREPARING, UPDATING AND FILING FORMS, RECORDS, AND REPORTS	14	25	15	10
B. PERFORMING AEROSPACE VEHICLE DISTRIBUTION (AVDO) ACTIVITIES	6	8	8	8
C. PERFORMING DOCUMENTATION ACTIVITIES	42	31	28	19
D. PERFORMING PLANNING AND SCHEDULING ACTIVITIES	20	18	22	19
E. PERFORMING ENGINE DATA MANAGEMENT ACTIVITIES	-	10	7	2
F. PERFORMING TEST, MEASUREMENT, AND DIAGNOSTIC EQUIPMENT (TMDE) ACTIVITIES	*	*	*	*
G. PERFORMING MANAGEMENT AND SUPERVISORY ACTIVITIES	9	3	10	27
H. PERFORMING TRAINING ACTIVITIES	3	1	5	8
I. PERFORMING GENERAL ADMINISTRATIVE AND TECHNICAL ORDER SYSTEM ACTIVITIES	4	3	4	5
J. PERFORMING GENERAL SUPPLY AND EQUIPMENT ACTIVITIES	1	*	1	1

* Less than 1 percent

NOTE: Columns may not add to 100 percent due to rounding

TABLE 11

AVGAE PERCENT TIME SPENT PERFORMING DUTIES BY AR DAFSC 2R1X1 GROUPS
(RELATIVE PERCENT OF JOB TIME)

DUTIES	2R131 (N=2)	2R151 (N=50)	2R171 (N=67)	2R191/2R100 (N=6)
A. PREPARING, UPDATING AND FILING FORMS, RECORDS, AND REPORTS	19	20	13	3
B. PERFORMING AEROSPACE VEHICLE DISTRIBUTION (AVDO) ACTIVITIES	8	8	7	6
C. PERFORMING DOCUMENTATION ACTIVITIES	37	24	24	3
D. PERFORMING PLANNING AND SCHEDULING ACTIVITIES	32	24	22	5
E. PERFORMING ENGINE DATA MANAGEMENT ACTIVITIES	-	3	6	0
F. PERFORMING TEST, MEASUREMENT, AND DIAGNOSTIC EQUIPMENT (TMDE) ACTIVITIES	-	*	*	*
G. PERFORMING MANAGEMENT AND SUPERVISORY ACTIVITIES	*	7	16	67
H. PERFORMING TRAINING ACTIVITIES	3	4	7	7
I. PERFORMING GENERAL ADMINISTRATIVE AND TECHNICAL ORDER SYSTEM ACTIVITIES	*	3	4	7
J. PERFORMING GENERAL SUPPLY AND EQUIPMENT ACTIVITIES	-	6	2	2

* Less than 1 percent

NOTE: Columns may not add to 100 percent due to rounding

TABLE 12
REPRESENTATIVE TASKS PERFORMED BY AD DAFSC 2R131 PERSONNEL

TASKS	PERCENT MEMBERS PERFORMING (N=137)
A13 Maintain core automated maintenance system (CAMS products)	67
B43 Review CAMS data	60
D102 Distribute maintenance plans or schedules	60
C64 Maintain aircraft record jackets	51
C66 Maintain historical data on assigned equipment	57
A3 File AFTO Forms 781-Series (Aircraft Discrepancy, Inspection, and Maintenance Records	52
A9 Initiate AF Forms 2410 Inspection/TCTO Planning Checklist)	54
D118 Schedule accomplishment of TCTOs	52
D93 Conduct or attend daily maintenance planning meetings	45
A11 Maintain AF Forms 2407 (Weekly/Daily Flying Schedule Coordination)	47
C50 Conduct automated records reviews	48
D105 Load operational events, such as flying schedules, into systems records	42
D94 Coordinate maintenance requirements with operations	35
D88 Adjust or coordinate schedules to meet emergency or priority maintenance or operational flying requirements	39
D122 Verify operational data, such as flying hours, from other agencies	38
D104 Initiate scheduled inspections	49
C60 Load initial inspection or time change requirements into system records	46
C86 Validate inspection or time change requirements in system records	47
A27 Verify entries on AFTO Forms 781-Series	44
D106 Maintain or update long-range plans	45
D120 Schedule replacement of time change items	48
D117 Review maintenance scheduling effectiveness data	47
C51 Conduct manual records reviews	48
C56 Incorporate inspection and time changes to weekly schedules	
C54 Correct aerospace vehicle flying times	42
I266 Maintain time compliance technical orders (TCTOs)	37
C55 Determine TCTO status for assigned equipment	46

DAFSC 2R151. The 416 Active Duty airmen in the 5-skill level group constitute 37 percent of the survey sample (largest DAFSC group of the survey) and perform an average of 52 tasks. Seventy-four percent of these 5-skill level members are in the Maintenance Scheduling Cluster, performing the Maintenance Scheduling Technician Job (see Table 6). Twenty-seven percent of their relative job time is spent performing documentation activities and 22 percent of their relative job time is spent planning and scheduling the maintenance of various systems (see Table 9). Table 13 displays representative tasks performed by the highest percentages of these airmen. Table 14 displays those tasks that reflect differences between the 3- and 5-skill level groups. A review of the tasks reveals that 5-skill level airmen perform virtually the same technical tasks as do the 3-skill level members.

DAFSC 2R171. The 210 active duty NCOs in this 7-skill level group constitute 19 percent of the survey sample and perform an average of 86 tasks. Fifty-six percent of these 7-skill level members are in the Maintenance Scheduling Cluster, where 32 percent are in the Supervisory Cluster (see Table 6). Twenty-seven percent of their relative job time is spent on the usual supervisory, management, and training duties (more than twice that of 5-skill personnel). The remaining 73 percent of their time is dedicated to technical tasks such as maintaining CAMS products, coordinating TCTOs with plans and scheduling or other workcenters, conducting or attending planning meetings, and maintaining long range plans (see Table 9). The display of tasks in Table 15 clearly shows supervisory responsibilities and also reflects the range and scope of the job. Table 16 displays those tasks that differentiate between the 5- and 7-skill level groups and also reflects the supervisory responsibilities incumbent to the 7-skill level population. Tasks performed by higher percentages of 5-skill level personnel are technical and operational in nature, whereas higher percentages of 7-skill level personnel perform the higher level supervisory and management functions.

DAFSC 2R191/2R100. The 18 senior Active Duty NCOs in this 9-skill level/CEM group constitute 21 percent of the survey sample and perform an average of 71 tasks. Seventy-eight percent of these 9-skill level and CEM skill level members are in the Supervisory Cluster (see Table 6). Table 9 shows that more than 50 percent of their relative job time is spent in the supervisory, management, and training duties (i.e., Duties G). Table 17 clearly shows the breadth of supervisory and management functions 9-skill level and CEMs perform. It also reflects that these senior NCOs perform limited technical AFSC-specific tasks. Table 18 displays those tasks that clearly show the differences between the 7- and 9-skill level/CEM groups. It also clearly reflects the upper-level management responsibilities' incumbent to the 9-skill levels/CEMs.

Air National Guard Skill-Level Descriptions

DAFSC 2R131. There are two members who make up the ANG 3-skill level group. This group represents less than 1 percent of the survey sample. These members are found working in the Maintenance Scheduling Cluster (see Table 9). Forty-two percent of their relative job time

TABLE 13
REPRESENTATIVE TASKS PERFORMED BY DAFSC AD 2R151 PERSONNEL

TASKS	PERCENT MEMBERS PERFORMING (N=538)
B43 Reviews CAMS data	68
A13 Maintain core automated maintenance system (CAMS)	72
A12 Maintain AFTO Forms 95 (Significant Historical Data)	63
C66 Maintain historical data on assigned equipment	59
D102 Distribute maintenance plans or schedules	55
D118 Schedule accomplishment of TCTOs	61
C55 Determine TCTO status for assigned equipment	60
A15 Open or close remote devices	51
C82 Review or monitor status of TCTO programs	54
C56 Incorporate inspection and time changes to weekly schedules	53
C50 Conduct automated records reviews	53
C53 Coordinate TCTOs with other workcenters	58
A9 Initiate AF Forms 2410 (Inspection/TCTO Planning Checklist)	60
C51 Conduct manual records reviews	52
D104 Initiate scheduled inspections	52
C86 Validate inspection or time change requirements in systems records	53
C60 Load initial inspection or time change requirements	51
A11 Maintain AF Forms 2407 (Weekly/Daily Flying Schedule Coordination	47
D101 Develop weekly utilization or maintenance schedules for aerospace vehicles such as flying schedules	43
C61 Load TCTO requirements into system records	45
I266 Maintain time compliance technical orders (TCTOs)	46
D93 Conduct or attend daily maintenance planning meetings	46
C64 Maintain aircraft record jackets	45
D106 Maintain or update long-range plans	46
C87 Verify equipment operating times in system records	48

TABLE 14

TASKS WHICH BEST DIFFERENTIATE BETWEEN AD DAFSC 2R131 AND
AD DAFSC 2R151 PERSONNEL
(PERCENT MEMBERS PERFORMING)

TASKS	2R131 (N=141)	2R151 (N=538)	DIFFERENCE
H225 Conduct OJT	10	36	-26
G158 Counsel subordinates concerning personal matters	6	32	-26
G217 Write performance reports or supervisory appraisals	4	30	-26
G214 Supervise military personnel	6	32	-26
H240 Maintain training records or files	4	30	-26
A15 Open or close remote devices	31	55	-24
G200 Inspect personnel for compliance with military standards	8	31	-23
G218 Write recommendations for awards or decorations	3	26	-23
A4 File correspondence	22	44	-22
G152 Conduct self-inspections or self-assessments	4	26	-22
G154 Conduct supervisory performance feedback sessions	7	29	-22
H227 Counsel trainees on training progress	5	27	-22
G167 Develop or establish work methods or procedures	7	28	-21
H238 Evaluate progress of trainees	4	25	-21
C47 Complete AF Forms 2001 (Notification of TCTO Kit Requirements)	15	35	-20
H228 Determine training requirements	2	23	-20
C82 Review or monitor status of TCTO programs	37	57	-20
A6 Initiate AF Forms 2001 (Notification of TCTO Kit Requirements)	18	37	-19
H234 Evaluate personnel to determine training needs	3	22	-19
I270 Review TO changes	27	45	-18
G162 Determine or establish work assignments or priorities	5	23	-18
G189 Evaluate personnel for compliance with performance standards	4	22	-18

TABLE 15
REPRESENTATIVE TASKS PERFORMED BY AD DAFSC 2R171 PERSONNEL

TASKS	PERCENT MEMBERS PERFORMING (N=401)
B43 Review CAMS data	73
A13 Maintain core automated maintenance system (CAMS)	71
D93 Conduct or attend daily maintenance planning meetings	67
A15 Open or close remote devices	72
G214 Supervise military personnel	62
A12 Maintain AFTO Forms 95 (Significant Historical Data)	66
C66 Maintain historical data on assigned equipment	64
H225 Conduct OJT	64
D94 Coordinate maintenance requirements with operations	57
C82 Review or monitor status of TCTO programs	67
C56 Incorporate inspection and time changes to weekly schedules	62
C86 Validate inspection or time change requirements ins system records	64
C53 Coordinate TCTOs with other workcenters	68
D118 Schedule accomplishment of TCTOs	64
D101 Develop weekly utilization or maintenance schedules	50
C87 Verify equipment operating times in system records	63
D102 Distribute maintenance plans or schedules	62
C50 Conduct automated records reviews	61
A26 Update technical order (TO) files	63
C55 Determine TCTO status for assigned equipment	67
A27 Verify entries on AFTO Forms 781-Series	57
D104 Initiate scheduled inspections	62
I270 Review TO changes	65
D88 Adjust or coordinate schedules to meet emergency or priority maintenance or operational flying requirements	55
D120 Schedule replacement of time change items	61

TABLE 16

TASKS WHICH BEST DIFFERENTIATE BETWEEN AD DAFSC 2R151 AND AD 2R171 PERSONNEL
(PERCENT MEMBERS PERFORMING)

TASKS	2R151 (N=416)	2R171 (N=210)	DIFFERENCE
G212 Schedule personnel for temporary duty (TDY)	14	61	-47
H234 Evaluate personnel to determine training needs	22	68	-46
G210 Schedule work assignments or priorities	22	67	-45
G218 Write recommendations for awards or decorations	26	71	-45
G201 Interpret policies, directives, or procedures for subordinates	22	67	-45
G156 Conduct supervisory orientations for newly assigned personnel	20	64	-44
G158 Counsel subordinates concerning personal matters	32	76	-44
H228 Determine training requirements	23	67	-44
G162 Determine or establish work assignments or priorities	23	66	-43
G154 Conduct supervisory performance feedback sessions	29	72	-43
G179 Establish performance standards for subordinates	23	66	-43
G214 Supervise military personnel	32	74	-42
G168 Develop or establish work schedules	22	62	-41
G192 Evaluate work schedules	17	58	-41
G149 Assign personnel to work areas or duty positions	12	52	-41
H240 Maintain training records or files	30	71	-41
G165 Develop self-inspection or self-assessment program checklists	20	61	-41
H246 Schedule personnel for training	17	57	-40
G150 Assign sponsors for newly assigned personnel	6	45	-40
G217 Write performance reports or supervisory appraisals	30	70	-40
G193 Evaluate workload requirements	18	58	-40
G200 Inspect personnel for compliance with military standards	31	71	-40
G152 Conduct self-inspections or self-assessments	26	65	-39
H227 Counsel trainees on training progress	27	66	-39

TABLE 17

REPRESENTATIVE TASKS PERFORMED BY AD DAFSC 2R191/2R100 PERSONNEL

TASKS	PERCENT MEMBERS PERFORMING (N=18)
G214 Supervise military personnel	89
G201 Interpret policies, directives, or procedures for subordinates	89
G162 Determine or establish work assignments or priorities	83
G219 Write replies to inspection reports	78
G204 Plan briefings, conferences, or workshops	72
G210 Schedule work assignments or priorities	72
G217 Write performance reports or supervisory appraisals	50
G215 Write inspection reports	49
G152 Conduct self-inspections or self-assessments	78
G218 Write recommendations for awards or decorations	71
G168 Develop or establish work schedules	76
G172 Draft agenda for general meeting, such as staff meetings, briefings, conferences, or workshops	61
G156 Conduct supervisory orientations for newly assigned personnel	73
G190 Evaluate personnel for promotions, demotion, reclassification, or special awards	68
G192 Evaluate work schedules	63
G213 Supervise civilian employees	32
G200 Inspect personnel for compliance with military standards	89

TABLE 18

TASKS WHICH BEST DIFFERENTIATE BETWEEN AD DAFSC 2R171 AND AD DAFSC 2R191/2R100 PERSONNEL
(PERCENT PERFORMING)

TASKS	2R171 (N=210)	2R191 (N=18)	DIFFERENCE
C87 Verify equipment operating times in system records	54	*	54
C55 Determine TCTO status for assigned equipment	60	11	49
I266 Maintain time compliance technical orders (TCTOs)	57	6	52
C60 Load initial inspection or time change requirements into system records	50	*	50
C49 Compute due time on newly added time change items	50	*	50
D118 Schedule accomplishment of TCTOs	57	6	52
G196 Indorse performance reports or supervisory appraisals	39	89	-50
G172 Draft agenda for general meetings, such as staff meetings, briefings, conferences, or workshops	30	83	-53
G153 Conduct staff assistance visits, inspections, or audits	28	72	-44
I252 Coordinate requests for TDY orders with appropriate agencies	24	61	-38
G182 Evaluate budget requirements	10	50	-40

is spent performing documentation activities such as scheduling aerospace vehicle inspections, initiating scheduled inspections, and scheduling replacement of time change items. Table 19 displays representative tasks performed by DAFSC 2R131 members. It shows that most tasks are technical, such as maintaining aircraft record jackets and computing due time on newly added time change items.

DAFSC 2R151. There are 72 members who make up the ANG 5-skill level group. This group accounts for 6 percent of the survey sample. These members are also performing technical tasks (see Table 7). Table 20 displays representative tasks performed by group members. This shows tasks performed are technical in nature as members are maintaining and reviewing CAMS products, loading TCTO requirements into system records and determining TCTO status for assigned equipment. The majority of tasks performed are from Duties A, C, and D. All of these tasks are indicative of the technical function of the Maintenance Scheduling Cluster. Table 21 illustrates that there are no tasks that distinguish the 3- and the 5-skill level groups.

DAFSC 2R171. The 124 members of this group account for 11 percent of the survey sample. These members are mostly found in the Maintenance Scheduling Cluster (see Table 7). The work performed by these members is still of a technical nature, as members are reviewing and maintaining CAMS data and products, maintaining historical data on assigned equipment, and updating TO files. Table 10 indicates that 28 percent of their relative job time is spent performing documentation activities such as maintaining historical data on assigned equipment, verifying equipment operating times in system records, and validating inspection or time change requirements in system records. While 22 percent of their job time is spent performing planning and scheduling activities such as initiating scheduled inspections, scheduling accomplishment of TCTOs, and scheduling replacement of time change items. Table 22 displays representative tasks performed by DAFSC 2R171 members. Table 23 display tasks which best distinguishes 7-skill level personnel from ANG personnel.

DAFSC 2R191/2R100. The 23 members of this group account for 2 percent of the survey and perform an average of 281 tasks. These group members are mostly found in the Supervisory Cluster and the majority of their relative job time is spent on tasks in supervisory, managerial, training, and administrative duties. The higher percentage of members performing supervisory and managerial tasks such as writing performance reports or supervisory appraisals, writing recommendations for awards or decorations, and interpreting policies, directives, or procedures for subordinates best distinguishes 9- and 00-skill levels from the other ANG skill levels in the career field. More tasks are listed in Table 24. Tasks which best distinguish 9-skill/CEM level personnel from 7-skill level personnel are presented in Table 25.

TABLE 19
REPRESENTATIVE TASKS PERFORMED BY ANG DAFSC 2R131 PERSONNEL

TASKS	PERCENT MEMBERS PERFORMING (N=2)
C64 Maintain aircraft record jackets	100
A3 File AFTO Forms 781-Series (Aircraft Discrepancy, Inspection, and Maintenance Records)	100
C49 Compute due time on newly added time change items	100
A12 Maintain AFTO Forms 95 (Significant Historical Data)	100
B43 Review CAMs data	100
A13 Maintain core automated maintenance system (CAMS) products	100
C61 Load TCTO requirements into system records	100
D119 Schedule aerospace vehicle inspections	100
C60 Load initial inspection or time change requirements into system records	100
D104 Initiate scheduled inspections	100
C56 Incorporate inspection and time changes to weekly schedules	100
D120 Schedule replacement of time change items	100
C55 Determine TCTO status for assigned equipment	100
C66 Maintain historical data on assigned equipment	100
C58 Initiate time change actions	100
D112 Post scheduling information on visual media, such as charts or boards	100
C72 Post documentation information visual media, such as charts or boards	100
C87 Verify equipment operating times in system records	100
C86 Validate inspection or time change requirements in system records	100
A27 Verify entries on AFTO Forms 781-Series	100
C54 Correct aerospace vehicle flying times	100
C82 Review or monitor status of TCTO programs	100
C68 Maintain records of recurring inspection times or	100
A15 Open or close remote devices	50
C70 Perform aircraft configuration management activities	50

TABLE 20
REPRESENTATIVE TASKS PERFORMED BY ANG DAFSC 2R151 PERSONNEL

TASKS	PERCENT MEMBERS PERFORMING (N=72)
A13 Maintain core automated maintenance system (CAMS) products	82
B43 Review CAMS data	79
A12 Maintain AFTO Forms 95 (Significant Historical Data)	72
C66 Maintain historical data on assigned equipment	68
C50 Conduct automated records reviews	68
C61 Load TCTO requirements into system records	67
A3 File AFTO Forms 781-Series (Aircraft Discrepancy, Inspection, and Maintenance Records)	65
C55 Determine TCTO status for assigned equipment	65
C51 Conduct manual records reviews	63
A5 File scheduled maintenance reports	60
C87 Verify equipment operating times in system records	60
A27 Verify entries on AFTO Forms 781-Series	58
A26 Update technical order (TO) files	57
C56 Incorporate inspection and time changes to weekly schedules	56
C60 Load initial inspection or time change requirements into system records	56
C64 Maintain aircraft record jackets	53
A4 File correspondence	53
D104 Initiate scheduled inspections	53
D118 Schedule accomplishment of TCTOs	53
C68 Maintain records of recurring inspection times or dates	51
D102 Distribute maintenance plans or schedules	47
D105 Load operational events, such as flying schedules, into system records	40
E125 Maintain comprehensive engine management system (CEMS) data base	35
A11 Maintain AF Forms 2407 (Weekly/Daily Flying Schedule Coordination)	33
E127 Maintain engine record jackets	32

TABLE 21

TASKS WHICH BEST DIFFERENTIATE BETWEEN ANG DAFSC 2R131 AND ANG DAFSC 2R151 PERSONNEL
(PERCENT MEMBERS PERFORMING)

TASKS	2R131 (N=2)	2R151 (N=72)	DIFFERENCE
C48 Complete AF Forms 2005 (Issue/Turn In Request)	100	11	89
C72 Post documentation information visual media, such as charts or boards	100	26	74
C84 Set up aircraft record jackets	100	29	71
C46 Assemble documentation records for mobilization	100	33	67
D112 Post scheduling information on visual media, such as charts or boards	100	35	65
D101 Develop weekly utilization or maintenance schedules for aerospace vehicles, such as flying schedules	100	39	61
D113 Prepare inspection packages	100	40	60
D106 Maintain or update long-range plans	100	40	60
<hr/>			
A5 File scheduled maintenance reports	-	60	-60
A6 Initiate AF Forms 2001 (Notification of TCTO Kit Requirements)	-	43	-43
C59 Input or update current inventory data on assigned equipment	-	39	-39
B041 Review aerospace vehicle equipment inventory documents for accuracy	-	38	-38
E125 Maintain comprehensive engine management system (CEMS) data base	-	35	-35
E136 Update engine status in system records	-	33	-33
E127 Maintain engine record jackets	-	32	-32
E124 Forecast engine time changes	-	32	-32

TABLE 22

REPRESENTATIVE TASKS PERFORMED BY ANG DAFSC 2R171

TASKS	PERCENT MEMBERS PERFORMING (N=124)
B43	90
A13	86
C66	78
A12	77
A26	77
C87	77
C86	77
C50	77
C60	77
A27	76
D104	76
C51	75
D118	75
D120	75
C56	74
A4	74
C61	73
A3	72
C68	72
D119	67
C64	65
D94	63
I266	60
D93	60
D105	57
D101	56
Maintain records of recurring inspection times or dates Schedule aerospace vehicle inspections Maintain aircraft record jackets Coordinate maintenance requirements with operations Maintain time compliance technical orders (TCTOs) Conduct or attend daily maintenance planning meetings Load operational events, such as flying schedules, into system records Develop weekly utilization or maintenance schedules for aerospace vehicles, such as flying schedules	

TABLE 23

TASKS WHICH BEST DIFFERENTIATE BETWEEN ANG DAFSC 2R151 AND ANG DAFSC 2R171

TASKS	2R151 (N=72)		2R171 (N=124)		DIFFERENCE
	2R151 (N=72)	2R171 (N=124)	2R151 (N=72)	2R171 (N=124)	
H225	Conduct OJT	11	59	59	-48
D94	Coordinate maintenance requirements with operations	21	63	63	-42
G210	Schedule work assignments or priorities	4	44	44	-40
G152	Conduct self-inspections or self-assessments	17	56	56	-39
G214	Supervise military personnel	10	46	46	-36
D092	Conduct preinspection meetings	31	65	65	-34
C56	Incorporate inspection and time changes to weekly schedules	56	74	74	-19
I256	Identify and report suspected security compromises	6	24	24	-19
D111	Plan maintenance support requirements	24	42	42	-18
A19	Prepare DD Forms 1348-Series (Supply Requisition)	14	32	32	-18
C81	Review or maintain master identification (ID) lists	19	38	38	-18

TABLE 24
REPRESENTATIVE TASKS PERFORMED BY ANG 2R191/2R100 PERSONNEL

TASKS	PERCENT MEMBERS PERFORMING (N=22)
G152 Conduct self-inspections or self-assessments	77
D92 Conduct preinspection meetings	73
C50 Conduct automated records reviews	73
D98 Develop monthly utilization or maintenance schedules for aerospace vehicles	73
B36 Prepare gain, loss, or termination messages	73
B31 Correct aerospace vehicle equipment utilization data	73
D103 Forecast depot inputs	73
C53 Coordinate TCTOs with other workcenters	68
C58 Initiate time change actions	68
C82 Review or monitor status of TCTO programs	68
B28 Coordinate briefings for aerospace vehicle maintenance performance with other agencies	68
H238 Evaluate progress of trainees	68
D122 Verify operational data, such as flying hours, from other agencies	68
G149 Assign personnel to work areas or duty positions	68
C51 Conduct manual records reviews	68
C75 Prepare job flow packages	68
C54 Correct aerospace vehicle flying times	64
D118 Schedule accomplishment of TCTOs	64
D120 Schedule replacement of time change items	64
H225 Conduct OJT	64
C55 Determine TCTO status for assigned equipment	64
H227 Counsel trainees on training progress	64
A27 Verify entries on AFTO Forms 781-Series	64
B40 Prepare or maintain reports on aerospace vehicle utilization	64
H240 Maintain training records or files	64
G190 Evaluate personnel for promotion, demotion, reclassification, or special awards	64
G170 Direct training functions	59
G201 Interpret policies, directives, or procedures for subordinates	59
C60 Load initial inspection or time change requirements into system records	59
B29 Coordinate briefings for projected aerospace vehicle capabilities with other agencies	59
H234 Evaluate personnel to determine training needs	59
G167 Develop or establish work methods or procedures	59
C85 Update job flow packages	59
G193 Evaluate workload requirements	55
D91 Assign or adjust priorities for planned or preplanned maintenance	55
G172 Draft agenda for general meetings, such as staff meetings, briefings, conferences, or workshops	50

TABLE 25

TASKS WHICH BEST DIFFERENTIATE BETWEEN ANG DAFSC 2R171 AND ANG 2R191/2R100

TASKS	2R171 (N=124)	2R191 (N=23)	DIFFERENCE
E124 Forecast engine time changes	41	9	32
E135 Set up engine record jackets	32	4	28
E125 Maintain comprehensive engine management system (CEMS) data base	36	9	28
E131 Prepare engine status reporting forms	31	4	27
E133 Process engine or module initialization data	31	4	26
C66 Maintain historical data on assigned equipment	78	52	26
-----	-----	-----	-----
G149 Assign personnel to work areas or duty positions	15	70	-53
G190 Evaluate personnel for promotion, demotion, reclassification, or special awards	14	65	-50
G156 Conduct supervisory orientations for newly assigned personnel	20	70	-48
G168 Develop or establish work schedules	28	74	-45
G215 Write inspection reports	7	52	-43
G218 Write recommendations for awards or decorations	16	61	-43

Air Force Reserve Skill-Level Descriptions

DAFSC 2R131. There are two members who make up the AR 3-skill level group. This group represents less than 1 percent of the survey sample. The two members are found in the Maintenance Scheduling Cluster (see Table 8). Table 11 indicates they spend approximately 37 percent of their time performing documentation activities, while 32 percent of their time is spent performing planning and scheduling functions.

Examples of tasks likely to be performed by AR, 3-skill level personnel include correcting aerospace vehicle flying times, posting scheduling information on visual media, such as charts or boards, and determining TCTO status for assigned equipment, are shown in Table 26.

DAFSC 2R151. The 50 airmen in the AR 5-skill level group represent 4 percent of the total survey sample, and spend 48 percent of their relative job time performing duties which involve documentation and planning and scheduling functions. The remaining 52 percent of their time is spent on a broad range of technical tasks comparable with those performed by the 3-skill level personnel. Representative tasks performed by these personnel include maintaining AF Forms 2407 (weekly/daily flying schedule coordination), distributing maintenance plans or schedules, and coordinating TCTOs with other workcenters. A more extensive list of representative tasks performed by 5-skill level incumbents is listed in Table 27.

Although AR 5-skill level personnel spend more than half of their job time performing technical duties, there is an increase in the concentration of certain tasks performed which distinguishes them from the AR 3-skill level members. Table 28 gives examples of tasks which best distinguish AR 5-skill level personnel from the AR 3-skill members. These data indicate that 5-skill level members concentrate more on tasks such as preparing gain, loss, or termination messages, incorporating inspection and time changes to weekly schedules.

DAFSC 2R171. The 67 airmen in the 7-skill level constitute 6 percent of the survey sample. Seventy-five percent of the personnel are found in the Maintenance Scheduling Cluster and 12 percent are found in the Supervisory Cluster. Sixteen percent of their relative job time is spent on tasks in supervisory, managerial, training, and administrative duties. These incumbents are more involved in technical tasks such as incorporating inspection and time changes to weekly schedules, conducting automated records reviews, and conducting manual records reviews, than their Active Duty counterparts. Table 29 provides a list of representative tasks for these incumbents.

Tasks which best distinguish 7-skill level personnel from the 5-skill AR personnel are represented in Table 30. The data indicate that 7-skill level members perform more tasks related to training activities.

TABLE 26
REPRESENTATIVE TASKS PERFORMED BY AR DAFSC 2R131 PERSONNEL

TASKS	PERCENT MEMBERS PERFORMING (N=2)
C54 Correct aerospace vehicle flying times	100
A3 File AFTO Forms 781-Series (Aircraft Discrepancy, Inspection, and Maintenance Records)	100
D112 Post scheduling information on visual media, such as charts or boards	100
C53 Coordinate TCTOs with other workcenters	100
C64 Maintain aircraft record jackets	100
C55 Determine TCTO status for assigned equipment	100
D92 Conduct preinspection meetings	100
D122 Verify operational data, such as flying hours, from other agencies	100
C49 Compute due time on newly added time change items	50
A9 Initiate AF Forms 2410 (Inspection/TCTO Planning Checklist)	50
A27 Verify entries on AFTO Forms 781-Series	50
C86 Validate inspection or time change requirements in system records	50
C61 Load TCTO requirements into system records	50
C60 Load initial inspection or time change requirements into system records	50
D93 Conduct or attend daily maintenance planning meetings	50
B34 Identify or correct aerospace vehicle source document errors	50
H225 Conduct OJT	50
D89 Assign blocks of job control numbers to functional users	50
B43 Review CAMS data	50
D117 Review maintenance scheduling effectiveness data	50
D105 Load operational events, such as flying schedules, into system records	50
A13 Maintain core automated maintenance system (CAMS) products	50
D98 Develop monthly utilization or maintenance schedules for aerospace vehicles	50

TABLE 27

REPRESENTATIVE TASKS PERFORMED BY AR DAFSC 2R151 PERSONNEL

TASKS	PERCENT MEMBERS PERFORMING (N=50)
A11	Maintain AF Forms 2407 (Weekly/Daily Flying Schedule Coordination) 60
D102	Distribute maintenance plans or schedules 58
C53	Coordinate TCTOs with other workcenters 58
D101	Develop weekly utilization or maintenance schedules for aerospace vehicles, such as flying schedules 56
C56	Incorporate inspection and time changes to weekly schedules 56
A3	File AFTO Forms 781-Series (Aircraft Discrepancy, Inspection, and Maintenance Records) 54
D118	Schedule accomplishment of TCTOs 54
B43	Review CAMS data 52
D106	Maintain or update long-range plans 52
D104	Initiate scheduled inspections 52
A5	File scheduled maintenance reports 52
D93	Conduct or attend daily maintenance planning meetings 50
C64	Maintain aircraft record jackets 48
C61	Load TCTO requirements into system records 48
C66	Maintain historical data on assigned equipment 48
A15	Open or close remote devices 46
D105	Load operational events, such as flying schedules, into system records 46
C54	Correct aerospace vehicle flying times 46
A27	Verify entries on AFTO Forms 781-Series 46
A4	File correspondence 44
A13	Maintain core automated maintenance system (CAMS) products 38
C48	Complete AF Forms 2005 (Issue/Turn In Request) 32
J272	Coordinate supply-related matters with appropriate agencies 26
A22	Process entries on AFTO Forms 350 (Reparable Item Processing Tag) 22
J281	Store equipment, tools, parts, or supplies 20
J278	Inventory equipment, tools, parts, or supplies 18

TABLE 28

TASKS WHICH BEST DIFFERENTIATE BETWEEN AR DAFSC 2R131 AND AR DAFSC 2R151 PERSONNEL
(PERCENT MEMBERS PERFORMING)

TASKS	2R131 (N=2)	2R151 (N=50)	DIFFERENCE
D92 Conduct preinspection meetings	100	32	68
D112 Post scheduling information on visual media, such as charts or boards	100	34	66
D122 Verify operational data, such as flying hours, from other agencies	100	38	62
C54 Correct aerospace vehicle flying times	100	46	54
C64 Maintain aircraft record jackets	100	48	52
C55 Determine TCTO status for assigned equipment	100	50	50
B36 Prepare gain, loss, or termination messages	*	56	-56
C56 Incorporate inspection and time changes to weekly schedules	*	56	-56
D120 Schedule replacement of time change items	*	50	-50
A26 Update technical order (TO) files	*	50	-50
C50 Conduct automated records reviews	*	50	-50
C51 Conduct manual records reviews	*	50	-50

TABLE 29
REPRESENTATIVE TASKS PERFORMED BY AR DAFSC 2R171 PERSONNEL

TASKS	PERCENT MEMBERS PERFORMING (N=67)
C56 Incorporate inspection and time changes to weekly schedules	81
C50 Conduct automated records reviews	78
C51 Conduct manual records reviews	78
C53 Coordinate TCTOs with other workcenters	78
D93 Conduct or attend daily maintenance planning meetings	76
C55 Determine TCTO status for assigned equipment	76
A12 Maintain AFTO Forms 95 (Significant Historical Data)	73
D104 Initiate scheduled inspections	73
C61 Load TCTO requirements into system records	72
A27 Verify entries on AFTO Forms 781-Series	70
D88 Adjust or coordinate schedules to meet emergency or priority maintenance or operational flying requirements	70
D102 Distribute maintenance plans or schedules	67
C66 Maintain historical data on assigned equipment	67
C87 Verify equipment operating times in system records	66
D94 Coordinate maintenance requirements with operations	66
D91 Assign or adjust priorities for planned or preplanned maintenance	64
C54 Correct aerospace vehicle flying times	64
A3 File AFTO Forms 781-Series (Aircraft Discrepancy, Inspection, and Maintenance Records)	64
A26 Update technical order (TO) files	64
A15 Open or close remote devices	61
D105 Load operational events, such as flying schedules, into system records	57
B43 Review CAMS data	55
D101 Develop weekly utilization or maintenance schedules for aerospace vehicles, such as flying schedules	55
A13 Maintain core automated maintenance system (CAMS) products	55
D98 Develop monthly utilization or maintenance schedules for aerospace vehicles	55

TABLE 30

TASKS WHICH BEST DIFFERENTIATE BETWEEN AR DAFSC 2R151 AND AR DAFSC 2R171

TASKS	2R151 (N=50)	2R171 (N=67)	DIFFERENCE	
			2R151 (N=67)	2R171 (N=67)
H228	10	55	-45	
H225	24	63	-39	
G152	26	64	-38	
C80	24	60	-36	
G165	16	52	-36	
D95	28	63	-35	
D120	50	69	-19	
C47	38	57	-19	
G154	10	28	-18	
E133	4	22	-18	
G183	4	22	-18	

DAFSC 2R191/2R100. The AR 9-/CEM-skill level personnel constitute less than 1 percent of the survey sample. These members are found in the Supervisory Cluster. Seventy-five percent of their relative job time is spent performing management and supervisory activities. Their responsibilities include interpreting policies, directives, or procedures for subordinates, planning briefings, conferences, or workshops, and evaluating personnel for compliance with performance standards. The remaining 25 percent of their time is still spent performing technical tasks, such as preparing or maintaining reports on aerospace vehicle capabilities with other agencies, and initiating or maintaining standby rosters or workcenter pyramid recall rosters. More tasks are listed in Table 31. Tasks which best distinguish 9-skill/CEM level personnel from 7-skill level personnel are presented in Table 32.

Summary

A typical career ladder progression within the AFSC 2R1X1 career ladder is evident, with the 3- and 5-skill level airmen performing common technical tasks. The 5-skill level group performs some supervisory and management tasks. At the 7-skill level, although members still perform a substantial amount of routine day-to-day technical tasks, a shift toward supervisory functions is evident. The 9- and CEM-skill level group reflect the domination of supervisory and management activities.

TRAINING ANALYSIS

One of the many sources of information that can be used to assist in the development of a training program relevant to the needs of personnel in their first enlistment is the OSR. Factors which may be used in evaluating training include the overall description of the job being performed by first-enlistment personnel and their overall distribution across career ladder jobs, percentages of first-job (1-24 months TAFMS) or first-enlistment (1-48 months TAFMS) members performing specific tasks, or using certain equipment or tools, as well as TE and TD ratings (previously explained in the **SURVEY METHODOLOGY** section).

To assist specifically in evaluation of the Specialty Training Standard (STS) and the Plan of Instruction (POI), technical school personnel from 362 TRS/TOC matched JI tasks to appropriate sections and subsections of the STS and the POI for Course J3ABR2R131, Maintenance Scheduling, dated February 1998. It was this matching upon which comparison to those documents was based. A complete computer listing displaying the percent members performing tasks, TE and TD ratings for each task, along with the STS and POI matchings, has been forwarded to the technical school for their use in further detailed reviews of appropriate training documents. A summary of this information is presented below.

TABLE 31
REPRESENTATIVE TASKS PERFORMED BY AR DAFSC 2R191/2R100 PERSONNEL

TASKS	PERCENT MEMBERS PERFORMING (N=8)
G201 Interpret policies, directives, or procedures for subordinates	100
G204 Plan briefings, conferences, or workshops	100
G189 Evaluate personnel for compliance with performance standards	83
G178 Establish organizational policies, such as operating instructions (OIs) or standard operating procedures (SOPs)	83
I259 Initiate or maintain standby rosters or workcenter pyramid recall rosters	83
G200 Inspect personnel for compliance with military standards	83
G152 Conduct self-inspections or self-assessments	83
G187 Evaluate logistics requirements, such as personnel, equipment, tools, parts, supplies, or workspace	83
G170 Direct training functions	83
G207 Plan self-inspection or self-assessment programs	83
G219 Write replies to inspection reports	67
G215 Write inspection reports	67
G153 Conduct staff assistance visits, inspections, or audits	67
I261 Initiate requests for TDY orders	67
G174 Draft supplements or changes to directives, such as policy directives, manuals, or instructions	67
I252 Coordinate requests for TDY orders with appropriate agencies	67
B38 Prepare or maintain reports on aerospace vehicle equipment status	50
B29 Coordinate briefings for projected aerospace vehicle capabilities with other agencies	50
B39 Prepare or maintain reports on aerospace vehicle inventories	33
F141 Perform customer assistance visits	33

TABLE 32

TASKS WHICH BEST DIFFERENTIATE BETWEEN AR DAFSC 2R171 AND AR DAFSC 2R191/2R100 PERSONNEL
(PERCENT MEMBERS PERFORMING)

TASKS	2R171 (N=67)		2R191/2R100 (N=8)		DIFFERENCE
	2R171 (N=67)	2R191/2R100 (N=8)	2R171 (N=67)	2R191/2R100 (N=8)	
C56 Incorporate inspection and time changes to weekly schedules	81	*	81	*	81
C53 Coordinate TCTOs with other workcenters	78	*	78	*	78
C51 Conduct manual records reviews	78	*	78	*	78
C55 Determine TCTO status for assigned equipment	76	*	76	*	76
D104 Initiate scheduled inspections	73	*	73	*	73
C61 Load TCTO requirements into system records	72	*	72	*	72
G198 Initiate personnel action requests	13		75		-62
G216 Write job or position descriptions	13		75		-62
G187 Evaluate logistics requirements, such as personnel, equipment, tools, parts, supplies, or workplace	24		88		-64
I251 Complete accident or incident reports	10		75		-65
G194 Evaluate layouts of facilities	19		88		-68

First-Enlistment Personnel

In this study, there are 211 Active Duty members in their first enlistment (1-48 months TAFMS), representing 19 percent of the total survey sample. The activities performed by these personnel are highly technical in nature. As displayed in Table 33, personnel spend the majority of their job time in three areas: performing documentation activities (30 percent); performing planning and scheduling activities (29 percent); and preparing, updating and filing forms, records, and reports (19 percent). Distribution of these personnel across the career ladder job is displayed in Figure 2, which shows the vast majority of first-enlistment airmen are included in the Maintenance Scheduling Cluster. Table 34 lists representative tasks performed by these members such as maintaining CAMS products, reviewing CAMS data, and distributing maintenance plans or schedules.

The following charts below list computer software and automated management systems used by first-enlistment personnel:

COMPUTER SOFTWARE USED, 20 PERCENT OR MORE OF 2R1X1 FIRST-JOB OR FIRST-ENLISTMENT PERSONNEL

COMPUTER SOFTWARE USED, OPERATED, OR INSTRUCTED	PERCENT MEMBERS PERFORMING	
	1ST JOB (N=87)	1ST ENL (N=211)
Delrina Form Flow	60	62
Excel	89	91
Internet Explorer	37	36
Microsoft Mail	67	65
Microsoft Word	89	91
Power Point	68	73
Sarah Lite	21	27

AUTOMATED MANAGEMENT SYSTEM USED OR OPERATED BY 10 PERCENT OR MORE OF 2R1X1 FIRST-JOB OR FIRST-ENLISTMENT PERSONNEL

AUTOMATED MANAGEMENT SYSTEM USED OR OPERATED	PERCENT MEMBERS PERFORMING	
	1ST JOB (N=87)	1ST ENL (N=211)
Core Automated Maintenance System (CAMS)	78	79
Comprehensive Engine Management System	16	15
GO81	16	16

TABLE 33
RELATIVE PERCENT OF TIME SPENT ON DUTIES
BY AD FIRST-ENLISTMENT PERSONNEL

DUTIES	PERCENT MEMBERS PERFORMING (N=211)
A. PREPARING, UPDATING AND FILING FORMS, RECORDS, AND REPORTS	19
B. PERFORMING AEROSPACE VEHICLE DISTRIBUTION (AVDO) ACTIVITIES	8
C. PERFORMING DOCUMENTATION ACTIVITIES	30
D. PERFORMING PLANNING AND SCHEDULING ACTIVITIES	29
E. PERFORMING ENGINE DATA MANAGEMENT ACTIVITIES	6
F. PERFORMING TEST, MEASUREMENT, AND DIAGNOSTIC EQUIPMENT (TMDE) ACTIVITIES	2
G. PERFORMING MANAGEMENT AND SUPERVISORY ACTIVITIES	2
H. PERFORMING TRAINING ACTIVITIES	*
I. PERFORMING GENERAL ADMINISTRATIVE AND TECHNICAL ORDER SYSTEM ACTIVITIES	3
J. PERFORMING GENERAL SUPPLY AND EQUIPMENT ACTIVITIES	*

NOTE: Columns may not add to 100 percent due to rounding

AFSC 2R1X1 SPECIALTY JOBS (N=1,129)

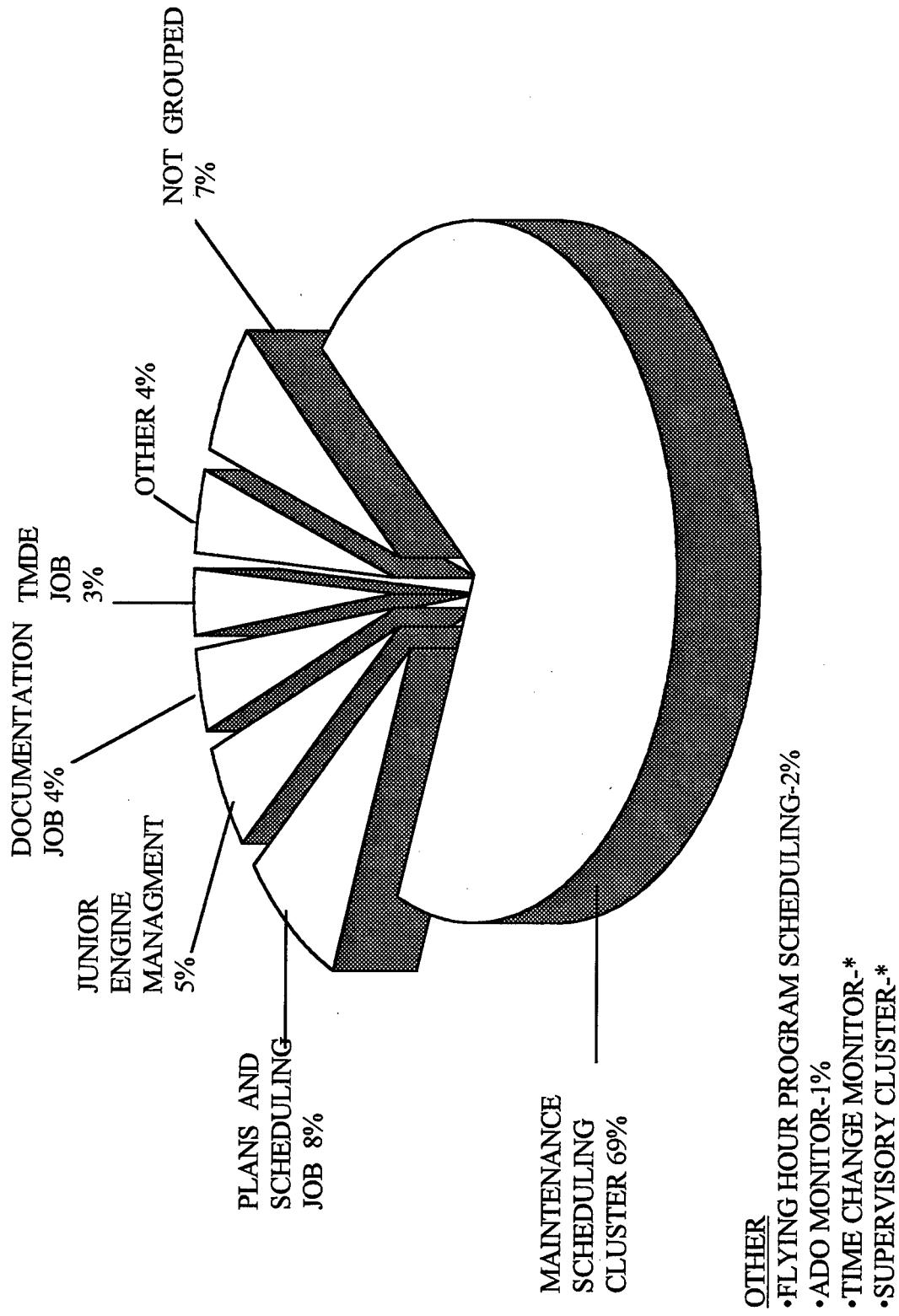


FIGURE 2

TABLE 34

REPRESENTATIVE TASKS PERFORMED BY FIRST-ENLISTMENT PERSONNEL

SELECTED TASKS	PERCENT MEMBERS PERFORMING (N=211)
A13 Maintain core automated maintenance system (CAMS) products	72
A12 Maintain AFTO Forms 95 (Significant Historical Data)	65
B43 Review CAMS data	60
D102 Distribute maintenance plans or schedules	59
C66 Maintain historical data on assigned equipment	57
A9 Initiate AF Forms 2410 (Inspection/TCTO Planning Checklist)	55
D118 Schedule accomplishment of TCTOs	53
A3 File AFTO Forms 781-Series (Aircraft Discrepancy, Inspection, and Maintenance Records)	52
C50 Conduct automated records reviews	49
C51 Conduct manual records reviews	49
C60 Load initial inspection or time change requirements into system records	48
C64 Maintain aircraft record jackets	48
C64 Maintain aircraft record jackets	48
D104 Initiate scheduled inspections	47
C56 Incorporate inspections and time changes to weekly schedules	47
C86 Validate inspection or time change requirements in system records	47
A11 Maintain AF Forms 2407 (Weekly/Daily Flying Schedules Coordination)	46
D93 Conduct or attend daily maintenance planning meetings	44
A27 Verify entries on AFTO Forms 781-Series	44
D105 Load operational events, such as flying schedules, into system records	40
D101 Develop weekly utilization or maintenance schedules	38
D88 Adjust or coordinate schedules to meet emergency or priority maintenance or operational flying requirements	36
D98 Develop monthly utilization or maintenance schedules for aerospace vehicles	36
D94 Coordinate maintenance requirements with operations	34

Training Emphasis (TE) and Task Difficulty (TD) Data

TE and TD data are secondary factors that can assist technical school personnel in deciding which tasks should be emphasized in entry-level training. These ratings, based on the judgments of senior career ladder NCOs working at operational units in the field, are collected to provide training personnel with a rank-ordering of those tasks in the JI considered important for first-enlistment training (TE) (see Table 35 for the top-rated tasks) along with a measure of the difficulty (TD) of the JI tasks (see top rated tasks presented in Table 36). A total of 55 tasks were rated high in TE having a rating of over 3.55. Tasks rated highest in TE are technical tasks which include: maintaining AFTO Forms 95 (Significant Historical Data), computing due time on newly added time change items, and maintaining CAMS products. Although these tasks are rated high in TE and viewed as necessary for training of first-enlistment personnel, many of these tasks are for the most part not viewed as difficult to learn. Technical tasks receiving highest TD ratings involve: developing contingency or operational readiness inspection (ORI) plans, establishing organizational policies, such as operating instructions (OI) or standard operating procedures (SOP), and developing formal course curricula, plans of instruction (POI), or specialty training standards (STS). When combined with data on the percentages of first-enlistment personnel performing tasks, comparisons can then be made to determine if training adjustments are necessary. For example, tasks receiving high ratings on both task factors, accompanied by moderate to high percentages performing, may warrant resident training. Those tasks receiving high task factor ratings, but low percentages performing, may be more appropriately planned for OJT programs within the career ladder. Low task factor ratings may highlight tasks best omitted from training for first-enlistment personnel, but this decision must be weighed against percentages of personnel performing the tasks, command concerns, and criticality of the tasks.

To assist technical school personnel, AFOMS has developed a computer program that incorporates these secondary factors and the percentage of first-enlistment personnel performing each task to produce an Automated Training Indicator (ATI) for each task. These indicators correspond to training decisions listed and defined in the Training Decision Logic Table found in Attachment 2, AETCI 36-2601, Occupational Analysis Program, and allows course personnel to quickly focus their attention on those tasks which are most likely to qualify for initial resident course consideration.

Various lists of tasks, accompanied by TE and TD ratings, and where appropriate, ATI information, are contained in the TRAINING EXTRACT package and should be reviewed in detail by technical school personnel. (For a more detailed explanation of TE and TD ratings, see Task Factor Administration in the SURVEY METHODOLOGY section of this report.)

Specialty Training Standard (STS)

Technical school personnel from the Sheppard Training Center matched JI tasks to sections and subsections of the Maintenance Scheduling Specialty STS and to the J3ABR2R131 POI. Listings of the STS and POI were then produced, showing tasks matched, percent members

TABLE 35

TECHNICAL TASKS RATED HIGHEST IN TRAINING EMPHASIS (TE) BY AFSC 2R1X1 PERSONNEL

SELECTED TASKS	TNG EMP*	PERCENT MEMBERS PERFORMING			TASK DIFF**
		1ST JOB (N=87)	1ST ENL (N=211)	1ST ENL (N=211)	
A12 Maintain AFTO Forms 95 (Significant Historical Data)	6.44	64	65	65	3.87
C49 Compute due time on newly added time change items	6.25	37	44	44	4.76
A13 Maintain core automated maintenance system (CAMS)	6.10	70	72	72	4.93
C50 Conduct automated records review	6.10	48	49	49	4.22
C60 Load initial inspection or time change requirements into system records	5.98	49	48	48	5.66
D118 Schedule accomplishment of TCTOs	5.92	48	53	53	4.28
D120 Schedule replacement of time change items	5.85	46	50	50	4.39
C51 Conduct manual records reviews	5.69	31	35	35	5.59
C61 Load TCTO requirements into system records	5.69	31	35	35	5.59
C64 Maintain aircraft record jackets	5.54	52	48	48	4.02
C66 Maintain historical data on assigned equipment	5.52	56	57	57	4.32
A9 Initiate AF Forms 2410 (Inspection/TCTO Planning Checklist)	5.50	52	55	55	4.06
C56 Incorporate inspection and time changes to weekly schedules	5.50	44	47	47	4.85
D119 Schedule aerospace vehicle inspections	5.46	38	36	36	4.24

* TE MEAN = 1.82; S.D.=1.73 (High TE = 3.55)

** TD MEAN = 5.00; S.D.=1.00

TABLE 36

TECHNICAL TASKS RATED HIGHEST IN TASK DIFFICULTY (TD) BY AFSC 2R1X1 PERSONNEL

SELECTED TASKS	TASK DIFF*	PERCENT MEMBERS PERFORMING						TNG EMP**
		1ST JOB (N=87)	1ST ENL (N=211)	DAFSC 2R151	DAFSC 2R171	30	.58	
D96 Develop contingency or operational readiness inspection (ORI) plans	7.27	9	7	6	14	30	.81	
G178 Establish organizational policies, such as operating instructions (OIs) or standard operating procedures (SOPs)	6.88	1	0	6				
H229 Develop formal course curricula, plans of instruction (POIs), or specialty training standards (STSSs)	6.81	0	0	2	8		.60	
G208 Plan deployments of equipment or personnel	6.68	3	1	6	16		.35	
G218 Write recommendations for awards or decorations	6.68	3	1	26	71		.56	
G197 Initiate host-tenant or interservice agreements	6.67	0	0	2	7		.40	
G171 Draft budget requirements	6.66	0	0	2	15		.60	
D101 Develop weekly utilization or maintenance schedules for aerospace vehicles, such as flying schedules	6.65	37	38	42	45		.27	
G217 Write performance reports or supervisory appraisals	6.64	1	1	30	70		.58	
G174 Draft supplements or changes to directives, such as policy directives, manuals, or instructions	6.58	2	1	5	28		.79	
H230 Develop performance tests	6.54	0	0	4	12		.25	
G158 Counsel subordinates concerning personal matters	6.52	3	2	32	76		.79	
H247 Write test questions	6.47	0	0	4	9		.35	

* TD MEAN = 5.00; S.D. = 1.00

** TE MEAN = 1.82; S.D. = 1.73 (High TE >=3.55)

performing the tasks, and TE and TD ratings for each matched task. These listings are included in the Training Extract sent to the school for review. Criteria set forth in AETCI 36-264 and ATCR 52-22, paragraph 3, were used to review the relevance of each STS element that had inventory tasks matched to it. Any element with matched tasks performed by 20 percent or more first-job, first-enlistment, 5-, or 7-skill level members is considered to be supported and should be part of the STS.

AFSC 2R1X1 STS

Paragraphs 1 through 6 deal with general topics of security, supervision, training, technical publications, and maintenance management. Because paragraphs 1 through 6 deal with general topics, they were not reviewed. Paragraphs 7 through 10 cover the technical aspects of the career ladder. These paragraphs include 60 individual items, 54 of which have tasks matched.

Using criteria contained in AETCI 36-2601 and percentages of first-job, first-enlistment, and 5- and 7-skill level 2R1X1 members performing matched tasks, all but 13 STS paragraphs are supported by survey data. Table 37 lists 10 selected STS paragraphs, with accompanying survey data. Eight of the 10 unsupported items were in paragraph 12.a., Comprehensive Engine Management System (CEMS); Process engine/module initialization data (paragraph 12.b.); Process accumulated hour and event data (paragraph 12.c3); Reconciliation procedures (12.d1); Perform correction error/variance correction procedures (paragraph 12.d2); Quarterly Physical Inventory (paragraph 12.e); Quarterly Operating Time Report (paragraph 12.g.); and Process Status/Inventory changes (paragraph 12.h). The other two unsupported paragraphs are 11.a(4) and 11.b(4) which deals with reconciling advanced configuration management systems report and forecasting requirements for inclusion in long range plans.

There are three technical tasks performed by more than 20 percent of all respondents that are not matched to STS elements (see Table 38). These tasks deal with preparing or maintaining reports on aerospace vehicle equipment status, initiating scheduled inspections, and monitoring automated delayed discrepancy files. Training personnel and SMEs should consider these and other tasks not referenced to assure proper training is available.

Plan of Instruction (POI)

JI tasks were matched to related learning objectives in POI J3ABR2R131, dated February 1998, with assistance from the technical school SMEs. The method employed was similar to that of the STS analysis. The data examined included percent members performing data for first-job and first-enlistment (1-48 months TAFMS) personnel and TE and TD ratings. ATI ratings for each task were also used.

POI blocks, units of instruction, and learning objectives were compared to the standards set forth in Attachment 1, AETCI 26-2203, (30 percent or more of the criterion first-job or first-enlistment group members performing tasks, along with sufficiently high TE and TD ratings on

TABLE 37

EXAMPLES OF 2R1X1 STS ELEMENTS NOT SUPPORTED BY SURVEY DATA
(LESS THAN 20 PERCENT MEMBERS PERFORMING)

STS ITEMS (WITH SELECTED MATCHED TASKS)	3-LVL	PERCENT MEMBERS PERFORMING					
		COURSE	TNG	1ST	DAFSC	DAFSC	TASK DIFF**
	PROF	EMP*	ENL	2R151	2R171	(N=210)	
	CODE		(N=211)	(N=416)			
11.a(4). Reconcile Advanced Configuration Management Systems Report	-	1.96	4	5	13	6.10	
C78 Reconcile advanced configuration management systems report	-	4.29	35	50	52	5.47	
I266 Maintain time compliance technical orders (TCTOs)	-						
11.B(4). Forecast Requirements for inclusion in long range plan	b	.31	1	5	11	5.91	
G205 Plan equipment replacement programs							
12.a. Comprehensive Engine Management System (CEMS)							
E125 Maintain comprehensive engine management system (CEMS) data base	A	4.08	9	15	10	6.19	
E128 Maintain engine auxiliary devices, such as quick-engine change (QEC) kits or afterburners	A	2.29	4	5	5	4.55	
E130 Prepare end-of-month or quarterly engine reports	A	2.40	3	11	5.50		
12.b. Process engine/module initialization data							
E133 Process engine or module initialization data	a	3.02	7	10	10	5.92	
12.c(3) Process accumulated hour and event data	2b	3.69	13	16	14	4.72	
E137 Verify or update engine accumulated hour and event data							

* TD MEAN = 5.00; S.D. = 1.00

** TE MEAN = 1.82; S.D. = 1.73 (High TE >=3.55)

TABLE 37 (CONTINUED)

EXAMPLES OF 2R1X1 STS ELEMENTS NOT SUPPORTED BY SURVEY DATA
(LESS THAN 20 PERCENT MEMBERS PERFORMING)

STS ITEMS (WITH SELECTED MATCHED TASKS)	3-LVL COURSE PROF CODE	TNG EMP*	ENL (N=211)	PERCENT MEMBERS PERFORMING		
				1ST ENL (N=416)	DAFSC 2R151 (N=416)	DAFSC 2R171 (N=210)
12.d(1) Reconciliation procedures						
E129	Perform data base reconciliation for configuration procedures			7	8	10
12.d.(2) Perform correction error/variance correction procedures						
E129	Perform data base reconciliation for configuration procedures	2b	2.54	7	8	10
12.e. Quarterly Physical Inventory						
E130	Prepare end-of-month or quarterly engine reports	-	2.40	3	8	11
12.g. Quarterly Operating Time Report						
E130	Prepare end-of-the month or quarterly engine reports	-	2.40	3	8	11
12. h. Process Status/Inventory changes						
E131	Prepare engine status reporting forms	-	2.50	3	6	11
E132	Prepare engines or associated equipment for shipment	-	1.73	8	10	10
E136	Update engine status in system records	-	3.33	14	13	12

* TE MEAN = 1.82; S.D. = 1.00 (High TE >=3.55)

** TD MEAN = 5.00; S.D. = 1.73

TABLE 38

EXAMPLES OF TECHNICAL TASKS PERFORMED BY 20 PERCENT OR MORE
AND NOT REFERENCED TO THE 2R1X1 STS

SELECTED TASKS	PERCENT MEMBERS PERFORMING				TASK DIFF**
	1ST (N=211)	DAFSC (N=416)	DAFSC (N=416)	TNG (N=210)	
B38 Prepare or maintain reports on aerospace vehicle equipment status	20	21	28	1.92	5.11
D104 Initiate scheduled inspections	47	52	51	4.92	4.05
D108 Monitor automated delayed discrepancy files	23	25	31	3.27	3.88

* TE MEAN = 3.46; S.D. = 2.10 (High TE ≥ 5.56)

** TD MEAN = 5.00; S.D. = 1.00

those tasks). By this guidance, learning objectives in the course which do not meet these criteria should be considered for elimination from the formal course, if not justified on some other acceptable basis.

Review of the tasks matched to the POI reveals that four of the matched learning objectives were not supported by OSR data. The first objective was from paragraph II.2.c(3), Forecast. The other three objectives were from block III, concentrated on identifying selected facts about inventory change messages, identifying selected facts about CEMs forms, and identifying selected facts about data base reconciliation procedures for configuration. These four objectives, along with accompanying JI task and survey data, may be found in Table 39.

Six technical tasks performed by over 30 percent of first-enlistment personnel were not matched to the POI. These tasks included updating job flow packages, reviewing or monitoring status of TCTO programs, setting up aircraft record jackets, validating inspection or time change requirements in systems records, verifying equipment operating times in system records and conducting preinspection meetings. A more complete list with survey data appears in Table 40. In addition to many members performing these functions, several of these tasks are rated high in TE and TD. Training personnel and SMEs should review these and other unreferenced tasks to determine if training should be provided in the formal course.

JOB SATISFACTION ANALYSIS

An examination of the job satisfaction indicators of various groups can give career ladder managers a better understanding of some of the factors which may affect the job performance of airmen in the career ladder. Questions covering job interest, perceived utilization of talents and training, sense of accomplishment from work, and reenlistment intentions were included in the survey booklet to provide indications of job satisfaction. The responses of the current survey sample were then analyzed by making several comparisons: (1) among TAFMS groups of both Active Duty and ANG and AR personnel, and a comparative sample of respondents from other Direct Support career fields recently surveyed; (2) between current and previous survey TAFMS groups; and (3) across those clusters and jobs identified in the **SPECIALTY JOBS** section of this report.

Table 41 compares first-enlistment (1-48 months TAFMS), second-enlistment (49-96 months TAFMS), and career (97+ months TAFMS) group data to corresponding enlistment groups from other Direct Support AFSCs surveyed during the previous calendar year. These data give relative measure of how the job satisfaction of AFSC 2R1X1 personnel compares with similar Air Force specialties.

An indication of changes in job satisfaction perceptions within the career ladders is provided in Table 42, which presents TAFMS group data for current survey respondents and data from respondents to the last OSR of the career ladder. Generally, perceptions of job satisfaction have

TABLE 39

EXAMPLES OF AFSC 2R1X1 POI, MAINTENANCE SCHEDULING
ELEMENTS NOT SUPPORTED BY SURVEY DATA (LESS THAN 30 PERCENT MEMBERS PERFORMING)

POI ITEMS (WITH SELECTED MATCHED TASKS)	TNG EMP*	PERCENT MEMBERS PERFORMING		
		1ST JOB (N=87)	1ST ENL (N=211)	TASK DIFF**
136 II.2.c.(3) Forecast C73 Prepare AFTO Forms 223 (Time Change Requirements Forecast)	4.48	20	21	5.40
154 III.1.c. Without the use of reference materials, identify selected facts about inventory change messages, with at least 75% accuracy B36 Prepare gain, loss, or termination messages B37 Prepare possession purpose identifier change messages B39 Prepare or maintain reports on aerospace vehicle inventories	3.96 3.44 2.75	23 15 15	20 13 13	5.43 5.41 4.89
180 III.2.c. Without the use of reference materials, identify selected facts about the Comprehensive Engine Management Systems (CEMS) forms, with at least 75% accuracy E127 Maintain engine record jackets E135 Set up engine record jackets E131 Prepare engine status reporting forms E133 Process engine or module initialization data E134 Process entries on AFTO Forms 44 (Turbine Wheel Historical Records)	4.44 4.06 2.50 3.02 3.17	18 14 3 7 6	16 14 3 7 7	4.16 3.77 5.07 5.92 4.40
194 III.2.e. Without the use of reference materials, identify selected facts about data base reconciliation procedures for configuration, with at least 75% accuracy E129 Perform data base reconciliation for configuration procedures C52 Coordinate correction or resubmission of reports with users	2.54 .88	8 8	7 6	6.06 4.07

* TE MEAN = 3.46; S.D. = 2.10 (High TE ≥ 5.56)
** TD MEAN = 5.00 S.D. = 1.00

TABLE 40

EXAMPLES OF TECHNICAL TASKS PERFORMED BY 30 PERCENT OR MORE
AND NOT REFERENCED TO THE AFSC 2R1X1 POI

SELECTED TASKS	PERCENT MEMBERS PERFORMING				
	1ST		1ST	TNG	TASK
	1ST JOB (N=87)	ENL (N=211)	EMP*	DIFF**	
C85 Update job flow packages	30	32	3.42	4.45	
C82 Review or monitor status of TCTO programs	38	41	4.52	4.55	
C84 Set up aircraft record jackets	32	31	4.71	4.10	
C86 Validate inspection or time change requirements in system records	40	47	5.35	4.91	
C87 Verify equipment operating times in system records	39	43	4.90	4.55	
D92 Conduct preinspection meetings	37	35	4.23	4.65	

* TE MEAN = 3.46; S.D. = 2.10 (High TE \geq 5.56)

** TD MEAN = 5.00; S.D. = 1.00

TABLE 41

COMPARISON OF JOB SATISFACTION INDICATORS FOR AD AFSC 2R1X1 TAFMS GROUPS
(PERCENT MEMBERS RESPONDING)

		1-48 MONTHS TAFMS		49-96 MONTHS TAFMS		97+ MONTHS TAFMS	
		1998	1997	1998	1997	1998	1997
<u>EXPRESSED JOB INTEREST:</u>							
INTERESTING	57	68	66	74	72	79	
SO-SO	22	17	19	15	16	13	
DULL	21	14	14	11	12	8	
<u>PERCEIVED UTILIZATION OF TALENTS:</u>							
FAIRLY WELL TO PERFECTLY	63	58	58	61	62	62	
LITTLE OR NOT AT ALL	28	28	23	21	21	16	
<u>PERCEIVED UTILIZATION OF TRAINING:</u>							
FAIRLY WELL TO PERFECTLY	69	63	63	60	64	62	
LITTLE OR NOT AT ALL	20	16	23	20	21	20	
<u>SENSE OF ACCOMPLISHMENT GAINED FROM WORK:</u>							
SATISFIED	65	68	68	72	70	74	
NEUTRAL	16	14	10	11	10	9	
DISSATISFIED	19	17	22	16	20	17	
<u>REENLISTMENT INTENTIONS:</u>							
YES OR PROBABLY YES	51	57	64	68	70	74	
NO OR PROBABLY NO	49	43	36	32	7	8	
WILL RETIRE	0	0	0	0	23	18	

NOTE: Columns may not add to 100 percent due to rounding or nonresponse

* Denotes less than 1 percent

TABLE 42

COMPARISON OF JOB SATISFACTION INDICATORS FOR AD AFSC 2R1X1
 TAFMS GROUPS IN CURRENT STUDY TO PREVIOUS STUDY
 (PERCENT MEMBERS RESPONDING)

	1-48 MONTHS TAFMS		49-96 MONTHS TAFMS		97+ MONTHS TAFMS	
	1998		1993		1998	
	1998	1993	1998	1993	1998	1993
<u>EXPRESSED JOB INTEREST:</u>						
INTERESTING	57	76	66	74	72	71
SO-SO	22	15	19	18	16	16
DULL	21	9	14	9	12	13
<u>PERCEIVED UTILIZATION OF TALENTS:</u>						
FAIRLY WELL TO PERFECTLY	63	76	58	80	62	78
LITTLE OR NOT AT ALL	28	24	23	20	21	22
<u>PERCEIVED UTILIZATION OF TRAINING:</u>						
FAIRLY WELL TO PERFECTLY	69	85	63	78	64	74
LITTLE OR NOT AT ALL	20	15	23	22	21	26
<u>SENSE OF ACCOMPLISHMENT GAINED FROM WORK:</u>						
SATISFIED	65	74	68	74	70	#
NEUTRAL	16	11	10	8	10	#
DISSATISFIED	19	15	22	18	20	#
<u>REENLISTMENT INTENTIONS:</u>						
YES OR PROBABLY YES	51	61	64	76	70	66
NO OR PROBABLY NO	49	39	36	24	7	8
WILL RETIRE	0	0	0	0	23	26

* Denotes less than 1 percent

Choice not offered in previous study

NOTE: Columns may not add to 100 percent due to rounding or nonresponse

been lower for all TAFMS groups when compared to the other sample. First-enlistment personnel are slightly less positive in job interest, but more positive in perceived use of talents. Overall, job satisfaction has remained stable within the career ladder.

Tables 43, 44, and 45 present job satisfaction data for Active Duty, ANG, and AR members with the major jobs identified in the career ladder structure for AFSC 2R1X1. An examination of these data may reveal indication of changes in job satisfaction perception within the career ladder. Generally, perception of job satisfaction has become lower for all TAFMS groups when compared to the previous sample.

IMPLICATIONS

This survey was initiated to provide current job and task data for use in evaluating the AFMAN 36-2108 *Specialty Description* and training documents.

Overall, survey data for the Maintenance Scheduling career ladder reflects a well functioning career ladder. Personnel progress typically through the career ladder: with 3- and 5-skill level members performing technical tasks; 7-skill level members performing a mixture of technical and supervisory functions; and 9-/CEM-skill level members performing career ladder management tasks. Survey data show the AFMAN 36-2108 *Specialty Description* accurately reflects the jobs and tasks currently being performed in the career ladder.

Analysis of career ladder documents indicates both the STS and POI contain a few unsupported paragraphs and learning objectives. The unsupported areas in both documents are directly related (CEMs and reconciliation procedures) and should be reviewed to determine if their inclusion in future revisions of these documents is warranted.

No serious job satisfaction problems appear to exist within this specialty. However, job satisfaction responses were slightly lower than those of a comparative sample of similar Air Force personnel surveyed in 1992.

TABLE 43

COMPARISON OF JOB SATISFACTION INDICATORS FOR AD MEMBERS OF SPECIALTY CLUSTERS AND JOBS
(PERCENT MEMBERS RESPONDING)

	PLANS AND SCHEDULING JOB (N=25)	FLYING HOUR PROGRAM SCHEDULING JOB (N=7)	AVDO MONITOR JOB (N=8)	DOCUMENTATION JOB (N=10)	TIME CHANGE MONITOR JOB (N=12)
<u>EXPRESSED JOB INTEREST:</u>					
INTERESTING	60	57	75	40	67
SO-SO	24	29	13	30	25
DULL	16	14	13	30	8
<u>PERCEIVED USE OF TALENTS:</u>					
FAIRLY WELL TO PERFECTLY	60	29	88	40	75
LITTLE OR NOT AT ALL	32	57	13	60	25
<u>PERCEIVED USE OF TRAINING:</u>					
FAIRLY WELL TO PERFECTLY	64	71	63	70	75
LITTLE TO NOT AT ALL	28	14	38	30	25
<u>SENSE OF ACCOMPLISHMENT GAINED FROM WORK:</u>					
SATISFIED	60	43	50	40	83
NEUTRAL	28	29	25	10	8
DISSATISFIED	12	29	25	50	8
<u>REENLISTMENT INTENTIONS:</u>					
PLAN TO REENLIST	56	43	50	10	92
PLAN NOT TO REENLIST	44	57	38	90	0
PLAN TO RETIRE	0	0	13	0	8

NOTE: Columns may not add to 100 percent due to rounding or nonresponse

TABLE 43 (CONTINUED)

COMPARISON OF JOB SATISFACTION INDICATORS FOR AD MEMBERS OF SPECIALTY CLUSTERS AND JOBS
(PERCENT MEMBERS RESPONDING)

	MAINTENANCE SCHEDULING JOB (N=524)	SUPERVISORY JOB (N= 114)	AR & ANG PRODUCTION CONTROLLER JOB (N=2)	JUNIOR ENGINE MANAGEMENT JOB (N=15)	TMDE JOB (N=23)
<u>EXPRESSED JOB INTEREST:</u>					
INTERESTING	67	77	50	33	52
SO-SO	18	13	50	13	22
DULL	14	10	0	53	26
<u>PERCEIVED USE OF TALENTS:</u>					
FAIRLY WELL TO PERFECTLY LITTLE OR NOT AT ALL	65 19	60 19	50 50	40 60	30 52
<u>PERCEIVED USE OF TRAINING:</u>					
FAIRLY WELL TO PERFECTLY LITTLE TO NOT AT ALL	68 17	63 21	100 0	67 33	26 74
<u>SENSE OF ACCOMPLISHMENT GAINED FROM WORK:</u>					
SATISFIED	70	74	0	33	57
NEUTRAL	10	11	50	27	4
DISSATISFIED	19	16	50	40	39
<u>REENLISTMENT INTENTIONS:</u>					
PLAN TO REENLIST	66	66	0	40	74
PLAN NOT TO REENLIST	24	5	0	53	13
PLAN TO RETIRE	10	29	100	7	13

NOTE: Columns may not add to 100 percent due to rounding or nonresponse

TABLE 44

COMPARISON OF JOB SATISFACTION INDICATORS FOR ANC MEMBERS OF SPECIALTY CLUSTERS AND JOBS
(PERCENT MEMBERS RESPONDING)

	PLANS AND SCHEDULING JOB (N=25)	FLYING HOUR PROGRAM SCHEDULING JOB (N=7)	AVDO MONITOR JOB (N=8)	DOCUMENTATION JOB (N=10)	TIME CHANGE MONITOR JOB (N=12)
<u>EXPRESSED JOB INTEREST:</u>					
INTERESTING	65	57	75	53	67
SO-SO	23	29	13	33	25
DULL	13	14	13	13	8
<u>PERCEIVED USE OF TALENTS:</u>					
FAIRLY WELL TO PERFECTLY	65	29	88	80	75
LITTLE OR NOT AT ALL	26	57	13	20	25
<u>PERCEIVED USE OF TRAINING:</u>					
FAIRLY WELL TO PERFECTLY	71	71	63	73	75
LITTLE TO NOT AT ALL	23	14	38	13	25
<u>SENSE OF ACCOMPLISHMENT GAINED FROM WORK:</u>					
SATISFIED	65	43	50	53	83
NEUTRAL	26	29	25	20	8
DISSATISFIED	10	29	25	27	8
<u>REENLISTMENT INTENTIONS:</u>					
PLAN TO REENLIST	58	43	50	87	92
PLAN NOT TO REENLIST	42	57	38	7	0
PLAN TO RETIRE	0	0	13	7	8

NOTE: Columns may not add to 100 percent due to rounding or nonresponse

TABLE 44 (CONTINUED)

COMPARISON OF JOB SATISFACTION INDICATORS FOR ANG MEMBERS OF SPECIALTY CLUSTERS AND JOBS
(PERCENT MEMBERS RESPONDING)

	MAINTENANCE SCHEDULING CLUSTER (N=524)	SUPERVISORY CLUSTER (N=139)	AR & ANG PRODUCTION CONTROLLER JOB (N= 4)	JUNIOR ENGINE MANAGEMENT JOB (N=7)	TMDE JOB (N=23)
<u>EXPRESSED JOB INTEREST:</u>					
INTERESTING	89	78	100	71	52
SO-SO	8	12	0	14	22
DULL	3	9	0	14	26
<u>PERCEIVED USE OF TALENTS:</u>					
FAIRLY WELL TO PERFECTLY	66	60	100	86	30
LITTLE OR NOT AT ALL	7	19	0	14	52
<u>PERCEIVED USE OF TRAINING:</u>					
FAIRLY WELL TO PERFECTLY	75	63	75	71	26
LITTLE TO NOT AT ALL	25	19	25	29	74
<u>SENSE OF ACCOMPLISHMENT GAINED</u>					
<u>FROM WORK:</u>					
SATISFIED	75	74	75	57	57
NEUTRAL	0	11	0	0	4
DISSATISFIED	25	16	25	43	39
<u>REENLISTMENT INTENTIONS:</u>					
PLAN TO REENLIST	4	69	100	29	74
PLAN NOT TO REENLIST	0	4	0	14	13
PLAN TO RETIRE	0	27	0	57	13

NOTE: Columns may not add to 100 percent due to rounding or nonresponse

TABLE 45

COMPARISON OF JOB SATISFACTION INDICATORS FOR AR MEMBERS OF SPECIALTY CLUSTERS AND JOBS
(PERCENT MEMBERS RESPONDING)

	PLANS AND SCHEDULING JOB (N=25)	FLYING HOUR PROGRAM SCHEDULING JOB (N=7)	AVDO MONITOR JOB (N=8)	DOCUMENTATION JOB (N=10)	TIME CHANGE MONITOR JOB (N=12)
<u>EXPRESSED JOB INTEREST:</u>					
INTERESTING	83	57	75	50	67
SO-SO	11	29	13	0	25
DULL	6	14	13	50	8
<u>PERCEIVED USE OF TALENTS:</u>					
FAIRLY WELL TO PERFECTLY	83	29	88	50	75
LITTLE OR NOT AT ALL	0	57	13	50	25
<u>PERCEIVED USE OF TRAINING:</u>					
FAIRLY WELL TO PERFECTLY	6	71	63	2	75
LITTLE TO NOT AT ALL	0	14	38	0	25
<u>SENSE OF ACCOMPLISHMENT GAINED</u>					
<u>FROM WORK:</u>					
SATISFIED	83	43	50	0	83
NEUTRAL	17	29	25	50	8
DISSATISFIED	0	29	25	50	8
<u>REENLISTMENT INTENTIONS:</u>					
PLAN TO REENLIST	67	43	50	100	92
PLAN NOT TO REENLIST	33	57	38	0	6
PLAN TO RETIRE	0	0	13	0	8

NOTE: Columns may not add to 100 percent due to rounding or nonresponse

TABLE 45 (CONTINUED)

COMPARISON OF JOB SATISFACTION INDICATORS FOR AR MEMBERS OF SPECIALTY CLUSTERS AND JOBS
(PERCENT MEMBERS RESPONDING)

	MAINTENANCE SCHEDULING CLUSTER (N=524)	SUPERVISORY CLUSTER (N=114)	AR & ANG PRODUCTION CONTROLLER JOB (N=2)	JUNIOR ENGINE MANAGEMENT JOB (N=15)	TMDE JOB (N=23)
<u>EXPRESSED JOB INTEREST:</u>					
INTERESTING	83	80	73	0	52
SO-SO	11	13	20	0	22
DULL	6	7	7	100	26
<u>PERCEIVED USE OF TALENTS:</u>					
FAIRLY WELL TO PERFECTLY LITTLE OR NOT AT ALL	64	40	73	0	30
	15	13	20	100	52
<u>PERCEIVED USE OF TRAINING:</u>					
FAIRLY WELL TO PERFECTLY LITTLE TO NOT AT ALL	67	53	60	50	26
	19	7	33	50	74
<u>SENSE OF ACCOMPLISHMENT GAINED FROM WORK:</u>					
SATISFIED	78	87	80	0	57
NEUTRAL	12	7	0	0	4
DISSATISFIED	10	7	20	100	39
<u>REENLISTMENT INTENTIONS:</u>					
PLAN TO REENLIST	80	93	87	100	74
PLAN NOT TO REENLIST	5	0	0	0	13
PLAN TO RETIRE	15	7	13	0	13

NOTE: Columns may not add to 100 percent due to rounding or nonresponse

APPENDIX A

**SELECTED REPRESENTATIVE TASKS PERFORMED BY
MEMBERS OF CAREER LADDER JOBS**

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TABLE A1
PLANS AND SCHEDULING JOB

TASKS	PERCENT MEMBERS PERFORMING (N=31)
A11 Maintain AF Forms 2407 (Weekly/Daily Flying Schedule Coordination)	84
D101 Develop weekly utilization or maintenance schedules for aerospace vehicles, such as flying schedules	74
D102 Distribute maintenance plans or schedules	71
D105 Load operational events, such as flying schedules, into system records	55
D88 Adjust or coordinate schedules to meet emergency or priority maintenance or operational flying requirements	52
D93 Conduct or attend daily maintenance planning meetings	52
D106 Maintain or update long-range plans	48
D94 Coordinate maintenance requirements with operations	45
D104 Initiate scheduled inspections	45
D98 Develop monthly utilization or maintenance schedules for aerospace vehicles	42
D112 Post scheduling information on visual media, such as charts or boards	35
C56 Incorporate inspection and time changes to weekly schedules	29
B28 Coordinate briefings for aerospace vehicle maintenance performance with other agencies	29
B30 Coordinate briefings for projected aerospace vehicle requirements with other agencies	29
D95 Coordinate practicability of delaying or deferring maintenance	26
D103 Forecast depot inputs	26
A7 Initiate AF Forms 2401 (Equipment Utilization and Maintenance Schedule)	26
B29 Coordinate briefings for projected aerospace vehicle capabilities with other agencies	26
D119 Schedule aerospace vehicle inspections	23
B36 Prepare gain, loss, or termination messages	23
A5 File scheduled maintenance reports	23

TABLE A2
FLYING HOUR PROGRAM SCHEDULING JOB

TASKS	PERCENT MEMBERS PERFORMING (N=7)
D122 Verify operational data, such as flying hours, from other agencies	100
A13 Maintain core automated maintenance system (CAMS) products	100
D102 Distribute maintenance plans or schedules	86
A26 Update technical order (TO) files	71
D93 Conduct or attend daily maintenance planning meetings	57
I270 Review TO changes	57
A6 Initiate AF Forms 2001 (Notification of TCTO Kit Requirements)	57
A11 Maintain AF Forms 2407 (Weekly/Daily Flying Schedule Coordination)	43
A9 Initiate AF Forms 2410 (Inspection/TCTO Planning Checklist)	43
C70 Perform aircraft configuration management activities	43
I269 Review publishing bulletins	43
A27 Verify entries on AFTO Forms 781-Series	29
B43 Review CAMS data	29
C54 Correct aerospace vehicle flying times	29
B36 Prepare gain, loss, or termination messages	29
D118 Schedule accomplishment of TCTOs	29
C82 Review or monitor status of TCTO programs	29
C69 Participate in monthly TCTO kit reconciliation meetings	29
C73 Prepare AFTO Forms 223 (Time Change Requirements Forecast)	29
C75 Prepare job flow packages	29
E136 Update engine status in system records	14
E137 Verify or update engine accumulated hour and event data	14
G155 Conduct safety inspections of equipment or facilities	14
D105 Load operational events, such as flying schedules, into system records	14
E133 Process engine or module initialization data	14

TABLE A3
AVDO MONITOR JOB

TASKS	PERCENT MEMBERS PERFORMING (N=8)
B36 Prepare gain, loss, or termination messages	100
B37 Prepare possession purpose identifier change messages	100
B31 Correct aerospace vehicle equipment utilization data	88
B43 Review CAMS data	75
B39 Prepare or maintain reports on aerospace vehicle inventories	75
D102 Distribute maintenance plans or schedules	75
B38 Prepare or maintain reports on aerospace vehicle equipment status	75
A13 Maintain core automated maintenance system (CAMS) products	63
C54 Correct aerospace vehicle flying times	63
B40 Prepare or maintain reports on aerospace vehicle utilization	63
D122 Verify operational data, such as flying hours, from other agencies	63
D116 Request depot-level assistance using TO 00-25-107 (Maintenance Assistance) procedures	63
D103 Forecast depot inputs	50
D110 Plan corrosion control schedules	38
A15 Open or close remote devices	38
D93 Conduct or attend daily maintenance planning meetings	38
B28 Coordinate briefings for aerospace vehicle maintenance performance with other agencies	38
B42 Review aerospace vehicle equipment utilization reports for accuracy	25
A16 Prepare AF Forms 2408 (Generation Maintenance Plan)	25
B41 Review aerospace vehicle equipment inventory documents for accuracy	25
C87 Verify equipment operating times in system records	25
C59 Input or update current inventory data on assigned equipment	25
B33 Establish procedures for submission or resubmission of reports with aerospace vehicle managers	25

TABLE A4
DOCUMENTATION JOB

TASKS	PERCENT MEMBERS PERFORMING (N=27)
A3 File AFTO Forms 781-Series (Aircraft Discrepancy, Inspection, and Maintenance Records)	93
B43 Review CAMS data	59
C64 Maintain aircraft record jackets	59
A5 File scheduled maintenance reports	56
A13 Maintain core automated maintenance system (CAMS) products	52
A12 Maintain AFTO Forms 95 (Significant Historical Data)	52
A27 Verify entries on AFTO Forms 781-Series	44
C51 Conduct manual records reviews	37
A15 Open or close remote devices	37
C66 Maintain historical data on assigned equipment	37
D102 Distribute maintenance plans or schedules	37
A4 File correspondence	33
A11 Maintain AF Forms 2407 (Weekly/Daily Flying Schedule Coordination)	33
C61 Load TCTO requirements into system records	33
A9 Initiate AF Forms 2410 (Inspection/TCTO Planning Checklist)	26
C86 Validate inspection or time change requirements in system records	26
D104 Initiate scheduled inspections	26
C56 Incorporate inspection and time changes to weekly schedules	26
C60 Load initial inspection or time change requirements into system records	26
C50 Conduct automated records reviews	22
C54 Correct aerospace vehicle flying times	22
A8 Initiate AF Forms 2402 (Weekly Equipment Utilization and Maintenance Schedule)	22
C55 Determine TCTO status for assigned equipment	22
A26 Update technical order (TO) files	19
D105 Load operational events, such as flying schedules, into system records	19

TABLE A5
TIME CHANGE MONITOR JOB

TASKS	PERCENT MEMBERS PERFORMING (N=12)
C85 Update job flow packages	92
B43 Review CAMS data	83
A13 Maintain core automated maintenance system (CAMS) products	83
I270 Review TO changes	83
C60 Load initial inspection or time change requirements into system records	83
C75 Prepare job flow packages	75
D102 Distribute maintenance plans or schedules	75
A15 Open or close remote devices	75
C86 Validate inspection or time change requirements in system records	67
A26 Update technical order (TO) files	67
C83 Review or spot check job documentation data (JDD) source documents for accuracy	67
C73 Prepare AFTO Forms 223 (Time Change Requirements Forecast)	58
C49 Compute due time on newly added time change items	58
A4 File correspondence	58
C58 Initiate time change actions	42
G217 Write performance reports or supervisory appraisals	42
H240 Maintain training records or files	42
C87 Verify equipment operating times in system records	42
G152 Conduct self-inspections or self-assessments	42
C80 Review discrepancy data in system records	42
B36 Prepare gain, loss, or termination messages	42
H225 Conduct OJT	33
G214 Supervise military personnel	33
C68 Maintain records of recurring inspection times or dates	33
H227 Counsel trainees on training progress	33
D93 Conduct or attend daily maintenance planning meetings	33
I271 Write minutes of briefings, conferences, or meetings	33

TABLE A6
MAINTENANCE SCHEDULING CLUSTER

TASKS	PERCENT MEMBERS PERFORMING (N=782)
A15 Open or close remote devices	61
A27 Verify entries on AFTO Forms 781-Series	62
C58 Initiate time change actions	65
D119 Schedule aerospace vehicle inspections	60
D94 Coordinate maintenance requirements with operations	55
C49 Compute due time on newly added time change items	65
D105 Load operational events, such as flying schedules, into system records	55
A11 Maintain AF Forms 2407 (Weekly/Daily Flying Schedule Coordination)	55
D113 Prepare inspection packages	62
D98 Develop monthly utilization or maintenance schedules for aerospace vehicles	52
D92 Conduct preinspection meetings	59
A26 Update technical order (TO) files	60
C54 Correct aerospace vehicle flying times	54
D117 Review maintenance scheduling effectiveness data	52
D88 Adjust or coordinate schedules to meet emergency or priority maintenance or operational flying requirements	52
D112 Post scheduling information on visual media, such as charts or boards	49
D122 Verify operational data, such as flying hours, from other agencies	47
I270 Review TO changes	55
C75 Prepare job flow packages	56
A8 Initiate AF Forms 2402 (Weekly Equipment Utilization and Maintenance Schedule)	41
A5 File scheduled maintenance reports	58
C85 Update job flow packages	56
C69 Participate in monthly TCTO kit reconciliation meetings	48

TABLE A7
TCTO MONITOR JOB

TASKS	PERCENT MEMBERS PERFORMING (N=65)
C53 Coordinate TCTOs with other workcenters	91
C55 Determine TCTO status for assigned equipment	90
C82 Review or monitor status of TCTO programs	84
A9 Initiate AF Forms 2410 (Inspection/TCTO Planning Checklist)	81
C61 Load TCTO requirements into system records	79
A13 Maintain core automated maintenance system (CAMS) products	78
D118 Schedule accomplishment of TCTOs	76
I266 Maintain time compliance technical orders (TCTOs)	71
B43 Review CAMS data	71
C69 Participate in monthly TCTO kit reconciliation meetings	71
C47 Complete AF Forms 2001 (Notification of TCTO Kit Requirements)	71
A6 Initiate AF Forms 2001 (Notification of TCTO Kit Requirements)	70
A26 Update technical order (TO) files	52
A15 Open or close remote devices	47
C66 Maintain historical data on assigned equipment	43
I270 Review TO changes	41
A12 Maintain AF TO Forms 95 (Significant Historical Data)	40
D93 Conduct or attend daily maintenance planning meetings	37
D102 Distribute maintenance plans or schedules	35
B38 Prepare or maintain reports on aerospace vehicle equipment status	34
C75 Prepare job flow packages	34
C85 Update job flow packages	33
A4 File correspondence	33
B36 Prepare gain, loss, or termination messages	31
C50 Conduct automated records reviews	30
A3 File AF TO Forms 781-Series (Aircraft Discrepancy, Inspection, and Maintenance Records)	30
C64 Maintain aircraft record jackets	30

TABLE A8
MAINTENANCE SCHEDULING TECHNICIAN

TASKS	PERCENT MEMBERS PERFORMING (N=510)
C58 Initiate time change actions	76
C53 Coordinate TCTOs with other workcenters	75
C49 Compute due time on newly added time change items	74
C55 Determine TCTO status for assigned equipment	74
D98 Develop monthly utilization or maintenance schedules for aerospace vehicles	73
C68 Maintain records of recurring inspection times or dates	73
D88 Adjust or coordinate schedules to meet emergency or priority maintenance or operational flying requirements	73
D117 Review maintenance scheduling effectiveness data	72
C60 Load initial inspection or time change requirements into system records	71
C82 Review or monitor status of TCTO programs	70
C84 Set up aircraft record jackets	70
A5 File scheduled maintenance reports	70
A15 Open or close remote devices	67
C54 Correct aerospace vehicle flying times	67
D112 Post scheduling information on visual media, such as charts or boards	65
C85 Update job flow packages	64
A26 Update technical order (TO) files	64
D95 Coordinate practicability of delaying or deferring maintenance	63
C75 Prepare job flow packages	62
A4 File correspondence	62
I266 Maintain time compliance technical orders (TCTOs)	60
D122 Verify operational data, such as flying hours, from other agencies	60

TABLE A9
AGE SCHEDULING JOB

TASKS	PERCENT MEMBERS PERFORMING (N=23)
C66 Maintain historical data on assigned equipment	100
A12 Maintain AFTO Forms 95 (Significant Historical Data)	100
C55 Determine TCTO status for assigned equipment	96
C60 Load initial inspection or time change requirements into system records	91
D118 Schedule accomplishment of TCTOs	91
A13 Maintain core automated maintenance system (CAMS) products	87
C68 Maintain records of recurring inspection times or dates	87
C86 Validate inspection or time change requirements in system records	87
C61 Load TCTO requirements into system records	87
C82 Review or monitor status of TCTO programs	87
C56 Incorporate inspection and time changes to weekly schedules	83
B43 Review CAMS data	78
D104 Initiate scheduled inspections	78
A6 Initiate AF Forms 2001 (Notification of TCTO Kit Requirements)	78
C47 Complete AF Forms 2001 (Notification of TCTO Kit Requirements)	78
A9 Initiate AF Forms 2410 (Inspection/TCTO Planning Checklist)	78
I266 Maintain time compliance technical orders (TCTOs)	74
C67 Maintain lists of owning workcenters	74
C53 Coordinate TCTOs with other workcenters	74
C51 Conduct manual records reviews	70
C81 Review or maintain master identification (ID) lists	70
C75 Prepare job flow packages	65
C50 Conduct automated records reviews	61
C76 Prepare quarterly or semiannual reviews of equipment records	61
C85 Update job flow packages	61

TABLE A10
MUNITIONS SCHEDULING JOB

TASKS	PERCENT MEMBERS PERFORMING (N=5)
D99 Develop munitions maintenance plans or schedules	100
B43 Review CAMS data	100
D121 Schedule or coordinate loading of munitions	100
A13 Maintain core automated maintenance system (CAMS) products	100
D118 Schedule accomplishment of TCTOs	100
C55 Determine TCTO status for assigned equipment	100
C61 Load TCTO requirements into system records	100
B44 Review missile equipment status reports for accuracy	100
C53 Coordinate TCTOs with other workcenters	100
D97 Develop missile maintenance plans	80
C56 Incorporate inspection and time changes to weekly schedules	80
D102 Distribute maintenance plans or schedules	80
D120 Schedule replacement of time change items	80
C60 Load initial inspection or time change requirements into system records	80
D91 Assign or adjust priorities for planned or preplanned maintenance	80
C82 Review or monitor status of TCTO programs	80
I266 Maintain time compliance technical orders (TCTOs)	80
C51 Conduct manual records reviews	80
C86 Validate inspection or time change requirements in system records	80
E124 Forecast engine time changes	80
C75 Prepare job flow packages	80
C47 Complete AF Forms 2001 (Notification of TCTO Kit Requirements)	80
D115 Project maintenance requirements, other than contract	60
C80 Review discrepancy data in system records	60
D104 Initiate scheduled inspections	60
D106 Maintain or update long-range plans	60
C58 Initiate time change actions	60

TABLE A11
ENGINE MANAGEMENT JOB

TASKS	PERCENT MEMBERS PERFORMING (N=127)
E127 Maintain engine record jackets	98
E125 Maintain comprehensive engine management system (CEMS) data base	95
A12 Maintain AFTO Forms 95 (Significant Historical Data)	94
E124 Forecast engine time changes	94
E123 Forecast engine inspections	94
E135 Set up engine record jackets	94
E137 Verify or update engine accumulated hour and event data	93
A13 Maintain core automated maintenance system (CAMS) products	89
E136 Update engine status in system records	88
C66 Maintain historical data on assigned equipment	87
E126 Maintain engine change forecasts on visual media, such as charts or boards	82
C60 Load initial inspection or time change requirements into system records	80
B43 Review CAMS data	78
E133 Process engine or module initialization data	78
E132 Prepare engines or associated equipment for shipment	78
C87 Verify equipment operating times in system records	77
C49 Compute due time on newly added time change items	75
C55 Determine TCTO status for assigned equipment	75
D120 Schedule replacement of time change items	73
C51 Conduct manual records reviews	72
C86 Validate inspection or time change requirements in system records	72
C58 Initiate time change actions	72
D118 Schedule accomplishment of TCTOs	69
C61 Load TCTO requirements into system records	69
C50 Conduct automated records reviews	68
C53 Coordinate TCTOs with other workcenters	67
E129 Perform data base reconciliation for configuration	65

TABLE A12
SUPERVISORY CLUSTER

TASKS	PERCENT MEMBERS PERFORMING (N=139)
G158 Counsel subordinates concerning personal matters	93
G214 Supervise military personnel	92
G200 Inspect personnel for compliance with military standards	87
G218 Write recommendations for awards or decorations	86
G179 Establish performance standards for subordinates	83
G154 Conduct supervisory performance feedback sessions	83
G217 Write performance reports or supervisory appraisals	83
G201 Interpret policies, directives, or procedures for subordinates	81
H234 Evaluate personnel to determine training needs	80
G189 Evaluate personnel for compliance with performance standards	79
H240 Maintain training records or files	79
G210 Schedule work assignments or priorities	79
G162 Determine or establish work assignments or priorities	79
G190 Evaluate personnel for promotion, demotion, reclassification, or special awards	79
H227 Counsel trainees on training progress	78
G168 Develop or establish work schedules	76
H228 Determine training requirements	75
H225 Conduct OJT	74
G193 Evaluate workload requirements	73
G156 Conduct supervisory orientations for newly assigned personnel	73
G192 Evaluate work schedules	72
G152 Conduct self-inspections or self-assessments	71
G167 Develop or establish work methods or procedures	70
G212 Schedule personnel for temporary duty (TDY) assignments, leaves, or passes	70
B43 Review CAMS data	69
H238 Evaluate progress of trainees	69
A15 Open or close remote devices	68
G186 Evaluate job-related suggestions	68

TABLE A13
AR AND ANG PRODUCTION CONTROLLER JOB

TASKS	PERCENT MEMBERS PERFORMING
C48 Complete AF Forms 2005 (Issue/Turn In Request)	95
A22 Process entries on AFTO Forms 350 (Reparable Item Processing Tag)	86
J272 Coordinate supply-related matters with appropriate	62
A21 Prepare or pack equipment for shipment, storage, or exchange	67
J281 Store equipment, tools, parts, or supplies	57
J278 Inventory equipment, tools, parts, or supplies	57
A19 Prepare DD Forms 1348-Series (Supply Requisition)	81
J275 Identify and report equipment or supply problems	62
J276 Initiate documentation to turn in excess or surplus property	43
H225 Conduct OJT	43
A26 Update technical order (TO) files	67
G210 Schedule work assignments or priorities	48
A15 Open or close remote devices	19
B43 Review CAMS data	38
J277 Initiate letters of justification for supply-related matters	48
A20 Prepare requisitions for supplies or equipment, other than using DD Forms 1149 or 1348-Series	48
G214 Supervise military personnel	38
A13 Maintain core automated maintenance system (CAMS) products	14
I266 Maintain time compliance technical orders (TCTOs)	38
H234 Evaluate personnel to determine training needs	33
A4 File correspondence	52
C53 Coordinate TCTOs with other workcenters	38
G180 Establish procedures for accountability of equipment, tools, parts, or supplies	19
F143 Receive TMDE equipment	10
A18 Prepare DD Forms 1149 (Requisition and Invoice/Shipping Document)	33

TABLE A14
JUNIOR ENGINE MANAGEMENT JOB

TASKS	PERCENT MEMBERS PERFORMING
B43 Review CAMS data	67
A13 Maintain core automated maintenance system (CAMS) products	67
E125 Maintain comprehensive engine management system (CEMS) data base	63
E127 Maintain engine record jackets	63
A12 Maintain AFTO Forms 95 (Significant Historical Data)	58
E136 Update engine status in system records	50
E137 Verify or update engine accumulated hour and event data	50
C66 Maintain historical data on assigned equipment	42
E135 Set up engine record jackets	42
E123 Forecast engine inspections	38
E126 Maintain engine change forecasts on visual media, such as charts or boards	29
C50 Conduct automated records reviews	21
E124 Forecast engine time changes	29
A15 Open or close remote devices	17
E130 Prepare end-of-month or quarterly engine reports	17
C64 Maintain aircraft record jackets	13
C51 Conduct manual records reviews	21
E132 Prepare engines or associated equipment for shipment	17
C61 Load TCTO requirements into system records	21
C86 Validate inspection or time change requirements in system records	17
C49 Compute due time on newly added time change items	25
A26 Update technical order (TO) files	21
A9 Initiate AF Forms 2410 (Inspection/TCTO Planning Checklist)	13
D112 Post scheduling information on visual media, such as charts or boards	13
A22 Process entries on AFTO Forms 350 (Reparable Item Processing Tag)	8

TABLE A15

TMDE JOB

TASKS	PERCENT MEMBERS PERFORMING
F145 Schedule calibration or maintenance of TMDE	100
F146 Schedule unscheduled TMDE maintenance	100
F147 Verify incoming TMDE against PAMS	91
F143 Receive TMDE equipment	96
F140 Load or update PAMS system records	100
F142 Prepare TMDE for shipment	96
F144 Review PAMS reports	87
F139 Distribute PMEL automated management system (PAMS) reports	91
A21 Prepare or pack equipment for shipment, storage, or exchange	91
A18 Prepare DD Forms 1149 (Requisition and Invoice/Shipping Document)	83
J279 Maintain precision measurement equipment (PME) calibration schedules	57
A22 Process entries on AFTO Forms 350 (Reparable Item Processing Tag)	70
F138 Deliver test, measurement, and diagnostic equipment (TMDE)	52
C81 Review or maintain master identification (ID) lists	57
F141 Perform customer assistance visits	52
C67 Maintain lists of owning workcenters	43
D90 Assign end-item equipment ID numbers	35
G214 Supervise military personnel	30
A23 Secure classified documents or equipment	52
A4 File correspondence	35
A20 Prepare requisitions for supplies or equipment, other than using DD Forms 1149 or 1348-Series	17
A15 Open or close remote devices	39
G154 Conduct supervisory performance feedback sessions	22
G167 Develop or establish work methods or procedures	30
D102 Distribute maintenance plans or schedules	22

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